

Circulation Policy

Casselton Public Library

Approved by the Library Board on: December 10, 2012

Approved by the Library Board on: February 12, 2019

Approved by the Library Board of Directors on: December 10, 2024

Library Card Eligibility

Any resident of Casselton, or the surrounding area, is eligible for a library patron number, free of charge. The only accepted proof of residency is a valid government-issued ID or recent utility bill and it must be provided at the time the library card is issued.

Minors

Parents or legal guardians are required to give permission for all minors who wish to receive a library patron number. Their name will be listed on the minors Patron Information page and they will be responsible for the loans and activities of patrons under the age of 17.

Loans

An adult patron with a library account in good standing (owing<\$10, no current overdues), can check out up to 10 items at a time (with three of those being videos). A teen, juvenile, or youth patron with a library account in good standing (owing<\$10, no current overdues), can check out up to 6 items at a time (with three of those being videos).

MATERIAL TYPE	LOAN PERIOD
Books	21 Days
Large Print	21 Days
DVDs	4 Days
DVD Season	10 Days
Audiobooks	21 Days
Periodicals	21 Days
Games	4 Days
Interlibrary Loans	Variable
Library of Things	7 Days

Hold Requests

If all of our copies of an item are currently checked out, you may place a hold request for that item. Hold requests are processed in the order they are received. You will be notified when your requested item is available and you will have 7 days from when you receive this notice to pick up your item before it will move on to the next person in the hold queue.

Interlibrary Loan Requests

If you are interested in materials not held in our collection, the Casselton Public Library offers Interlibrary Loan (ILL) services for our cardholders. Patrons are charged the postage to ship the

item back through Interlibrary Loan to mitigate postage costs incurred by the library. In some cases a higher fee may apply.

Renewals

A renewal (additional loan period) may be granted for any Casselton Public Library materials that do not currently have hold requests for them. Materials may be renewed a maximum of two times. Interlibrary Loan items will be renewed at the discretion of the lending library. If you need to renew an item, please request that renewal before the item is due.

Overdue Fines

If library materials are not returned on time, you will be assessed an overdue fine based on how late you return the item, according to the following table:

MATERIAL TYPE	Fee
Books	\$0.10 per day
Large Print	\$0.10 per day
DVDs	\$0.25 per day
DVD Season	\$1.00 per day
Audiobooks	\$1.00 per day
Periodicals	No Fee
Games	\$1.00 per day
Interlibrary Loans	Variable
Library of Things	\$25.00 per day

Lost and Damaged Materials

Patrons will be billed for lost and damaged materials in the following manner:

- Fines for damaged materials will be determined on a case-by-case basis
- Items are considered lost after one month of being overdue; overdue fines are replaced by the lost item fee at that time
- For materials that are in-print, the fine will be the retail cost of replacement.
- For materials that are out-of-print, the fine will be based on the average retail cost of a comparable replacement, as listed on online book purchasing sites.
- For a multi-part set (audiobooks, DVD box sets, book set, etc.), charges will be based on the retail cost of replacing the lost part, if it can be replaced individually; otherwise the charge will be the retail cost of replacing the entire set
- Exchanges or replacement copies are accepted upon approval at the discretion of the library director.
- Payment for lost and damage items is non-refundable
- Your library services will be suspended until you've paid all lost and damaged material fees