



Circulation Policy

PURPOSE

Grand Forks Public_ aims to provide and promote the greatest possible use of its collection of books and other materials by the residents of Grand Forks County. Therefore, GFP's policies are intended to provide convenient and quick access to the collection, while also ensuring fair and equal access to all library users. In support of this goal, GFP_ does not charge late fees for overdue materials.

OBTAINING A LIBRARY CARD

To obtain an initial Grand Forks Public_ card at no charge, residents of Grand Forks County must complete a Grand Forks Public Library Card Application and present one of the following forms of identification:

- A valid North Dakota Driver's License which displays a current address;
- A valid North Dakota State ID which displays a current address; or
- A current government issued photo ID (military ID, etc.)

If the identification presented does not have a current address, the applicant must also present one of the following:

- Bank statement issued within the last 60 days,
- Utility bill issued within the last 60 days,
- Property tax receipt or current rental contract,
- Canceled mail addressed to applicant at current address and postmarked within the last 30 days, or
- Electronic receipts (online or via cell phone) verifying current address.

If an applicant does not have proof of their current address when registering for a library card, they may use the internet and may borrow, for one time only, three printed items. The applicant will receive full borrowing privileges when the address has been verified.

Faculty, staff and students from the University of North Dakota may obtain a Grand Forks Public Library card at no charge, regardless of residency, provided they show proof of UND affiliation and their permanent out-of-county or out-of-state address. Teachers employed by the Grand Forks Public School system or any other Grand Forks County public school may obtain a Grand Forks Public Library card at no charge with proof of employment.

People residing outside of Grand Forks County may be eligible to purchase a non-resident library card for \$25.00 per year or \$5.00 for 1 month. This non-resident card allows cardholders full access to library materials and services.

The library has no age restrictions regarding children receiving library cards, with the decision best left to the best judgment of the child's parent or guardian. Library cards may be issued to children of any age, including infants, as a way of stressing the importance and joy of reading. A parent or legal guardian showing proper identification (listed above) may register a minor aged 16 and under for a library card. Parents/guardians are responsible for all fees, fines and payment for lost or damaged materials charged on the minor's library card.

A person may have no more than one active library card at any time. Patrons who have lost their card can obtain a replacement free of charge. If a patron is found to have more than one card, the patron will be responsible for the fines and fees on each of the cards. The most recent card issued will be valid and all other cards will be deactivated.

RESPONSIBILITIES OF CARDHOLDER

Library cardholders are responsible for the timely return of all items borrowed, as well as all fines, fees and other charges related to items borrowed with their library card and on their minor child's card. This includes items borrowed by others with or without their consent unless they have previously reported the loss of their card to library staff. For this reason, lost or stolen library cards should be reported to library staff as soon as possible. Materials should be returned to the library in the condition in which they were borrowed and cardholders will be responsible for paying for damaged materials.

It is also the responsibility of cardholders to keep their patron record accurate and up-to-date. Changes of name, phone number, address and e-mail address should be reported to library staff in a timely manner.

ACCESS TO MATERIALS

Grand Forks Public Library does not deny or abridge use of the library because of an individual's national origin, age, background, or views, gender, or culture.

The library does not act in loco parentis. Parents and/or legal guardians are responsible for children's and young people's reading, viewing, and listening.

The library will not restrict access to library materials under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents. Young people have varied levels of intellectual development and families have differing backgrounds and child-rearing philosophies. Such significant factors are not accommodated by a uniform policy based on age. The library has a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services to meet their diverse needs.

The library may restrict access to certain materials for the express purpose of the preservation of these materials in order to protect them from theft or mutilation.

Grand Forks Public Library adheres to the Americans with Disabilities Act of 1990 and makes every attempt to accommodate the needs of persons with disabilities with regard to use of the library facility, access to library materials, and participation in library activities.

CHECKING OUT MATERIALS

Library users who wish to check out materials are encouraged to use their library cards for the most efficient service. However, a person who has forgotten their library card may check out library materials if they are already registered for a library card and can verify their identity through a photo ID or by verifying their identity through registration information (address, birthdate, etc.).

The library staff and trustees encourage borrowers to use their own cards exclusively and not to lend them for use by other persons. Cardholders who allow their library cards to be used by others do so at their own risk. They continue to be responsible for the care and safety of all library materials charged to their cards, as well as for paying fines, replacement charges, and other financial assessments that result from the use of their cards.

LOSS OF PRIVILEGES

A cardholder's access to materials may be limited or blocked due to overdue materials, fines and/or fees. A card will be blocked, and no services may be obtained with it, if the cardholder owes more than \$15 in unpaid fines and/or fees.

In addition, misuse of library materials or property, violation of library rules and policies, and other misconduct may be grounds for loss of library privileges.

LOAN PERIODS

Most library materials are available to be checked out for home use. Exceptions include items in the reference collection, newspapers, and the most recent edition of magazines. Items circulate for

a specified period based on their format, content and demand. Loan periods are listed on the library's website and in the library's brochure.

The Library Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format as deemed necessary.

RENEWALS

Many materials may be renewed up to two times, as long as they have not been requested by another library user. Renewals may be placed in person, by phone, or via the Online Catalog. Cardholders with fine blocks may not renew items.

HOLD REQUESTS

Library users with a card in good standing may place hold requests on library materials that are in use by others in person, by phone or online. Hold requests may be placed on most items in Grand Forks Public's collection at no charge. -

Requests will be met in the order in which they were placed. A notification will be sent via e-mail, text, or regular mail (based on the patron's preference) when a requested item is available. Cardholders will have one week after the hold is filled to pick up the held item. When a patron fails to retrieve a requested item within seven days of notification of its arrival, the hold request will be void and the library will pass the item on to the next patron on the request list or return the item to the shelf.

INTERLIBRARY LOANS

Because we cannot purchase every item, Interlibrary Loan (ILL) allows us to provide more items of interest to the community by borrowing from libraries in North Dakota and throughout the United States. ILL is available to library cardholders in good standing, at no charge.

Patrons are allowed up to five active ILL requests at one time. Active requests include items currently loaned as well as those in process. Items not picked up within seven days will be returned to the lending library. If three consecutive items are not picked up, a patron's ILL privilege will be paused for one month. Privileges may also be paused or suspended if items are consistently overdue or sent to billing.

Most items not currently owned by Grand Forks Public and participating ODIN libraries may be requested through ILL. Every effort will be made to fulfill these requests, but some items may not be available.

Items requested through ILL can take longer to be fulfilled, possibly more than three weeks in some cases. Patrons will be notified by mail or email when their items arrive, and they may be picked up at the Information Services desk. Patrons are welcome to check the status of their request at any time.

ILL due dates are set by the lending library. Requests for renewals must be made before the item's due date, and the lending library must approve the request.

Replacement costs for lost or damaged items are set by the lending library, and will be billed to the requesting patron. Refunds will not be issued.

RETURNING MATERIALS

Library materials are expected to be returned in good condition and may be returned in the library during open hours or in the book drops at any time. If a book drop is full, cardholders should NOT place items on the ground outside the book drop. Cardholders will be responsible for any damage or theft that might occur should any materials be deposited outside the library book drop.

FINES AND FEES

In order for Grand Forks Public to most efficiently and effectively serve the community, library users are expected to return all borrowed materials in good condition and on time.

No late fees will be assessed for overdue items. However, borrowers will be required to pay replacement costs for damaged, lost, or long-overdue items. Long-overdue items are those that

have been overdue for 30 days or more. All replacement charges will be waived if the items are returned.

Late fees and fines for overdue interlibrary loan items are determined by the loaning library.

Borrowing privileges will be temporarily suspended when the fines owed to Grand Forks Public reach \$15.01 or more. Borrowing may resume when materials are returned and fines are paid or reduced below the \$15.00 maximum.

Overdue notices are sent via email as a courtesy from Grand Forks Public. Failure to receive notices does not exempt cardholders from the responsibility of payment for damaged, lost or long-overdue library materials.

Library fees should be paid at the library facility. Cardholders may pay all or a portion of their fines and fees. A cardholder may be blocked if related family members' cards are blocked.

LOST/DAMAGED MATERIALS

Library cardholders will be held financially responsible for materials checked out on their card which are lost or damaged to the extent that they will not remain in the library's collection. No charges will be assessed for normal wear and tear. For lost or damaged materials, cardholders will be required to reimburse the library for the cost of the item. After all applicable fees are paid, the library patron's card will be cleared and once again be in good standing. For damaged materials, once all fees are paid, the patron may elect to keep the damaged item and will be allowed 30 days to pick it up after notification.

Items which are damaged but repairable may be assessed a materials fee at the discretion of the library staff. When the library is able to replace a part of a lost or damaged item (ex. one disc of an audiobook), the patron will be assessed a charge based on the replacement fee rather than the purchase price of the entire item.

At the discretion of the Library Director, the library may accept replacements in lieu of payment for lost or damaged. Lost charges for items which are found and returned within 3 months of payment may be refunded if the item and the payment receipt are presented at the library

CONFIDENTIALITY

The Library Board of Trustees recognizes its responsibility to protect the privacy of each patron concerning personal records relating to use of library materials. Any library record which includes a library user's name or information sufficient to identify a user together with the subject about which the user requested information is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 and shall not be made available upon request of any person other than the library user.

However, library records will be released when required pursuant to a court order or subpoena. Only the Library Director or her representative is authorized to do so. In addition, under the USA Patriot Act guidelines of May 30, 2002, any information posted on the Internet, sent by e-mail, or otherwise stored electronically in libraries or elsewhere, is subject to scrutiny by law enforcement agencies without notification.

Approved by the Grand Forks Public Library Board 12/9/2011; 8/19/2015; 5/17/2017; 4/17/2019; 10/21/2020; 5/19/2021; 10/19/2022; 12/21/2022