

**Circulation Policy**  
**Dakota City Public Library**

(approved by the City Council of Dakota City – November 1, 2012)

**Who May Use The Library:**

The Dakota City Public Library is open to all, regardless of age, race, religion, or physical condition in accordance with the following policies:

**Who may Borrow from the Library:**

All residents of Dakota City, or persons who are Dakota County residents may borrow material without charge from the Library.

Persons who are not residents of Dakota City, or persons are not residents of Dakota County must pay an annual fee of \$15.00 per family or \$10.00 per individual for a library card.

Local organizations (schools, etc.) may obtain a library card for specified persons listed on the application form. The school or district shall be responsible for any material checked out with this card.

**How to Obtain a Library Card:**

To obtain a card a person must be:

1. At least 16 years of age. If younger, a parent/guardian must sign the application form.
2. Complete the application form.
3. Show appropriate identification with current address. This identification may be a valid driver's license or other state identification form, along with a bill or other official mail addressed to the person at the current address.

**What may be borrowed:**

The following materials may be checked out, unless otherwise restricted: audio books, books, magazines, DVDs and books on CD's.

**Loan Periods for Materials:**

The following are the loan periods for specific types of materials. Exceptions are subject to the discretion of the Library staff members:

Audio books	2 weeks
Books	2 weeks
Magazines	1 week
Interlibrary Loan Material	subject to the loan period set by the
DVDs	lending library
	2 days

**Renewals for Materials:**

Materials may be renewed for additional loan periods if the material has not been requested by another patron, nor has it reached the maximum number of renewals. Material obtained through Interlibrary loan is subject to the renewal policies of the lending library.

**Fees and charges:**

Photocopying or computer print out:	.20
Overdue magazine/book	.05/day
Overdue DVD	1.00/day
Lost or damaged bar code label	.50
Lost magazine: Replacement cost of issue missing	
Lost book: replacement cost or cost of comparable material	
Lost DVD: replacement cost or cost of comparable material	
Damaged material: dependent on degree of damage	
Damaged ILL material: dependent upon charge from lending library	
Lost ILL material: dependent upon charge from lending library	

**Limitations on Borrowing Privileges:**

Borrowing privileges may be limited or terminated due to the number of overdue materials held, or the amount of fines or damages owed, or the expiration of a non-resident borrower's card.

**Limitations of computer privileges:**

Computer privileges may be terminated due to misuse or abuse of the computers.

**Patron computers:**

Six computers with Internet access and a printer are available to the public.

**Copy machines:**

A copy machine is provided by the library. Copies are .20 per page.

