

Policy Statement

The Deadwood Public Library is free and open to all for in-house use of resources. The purpose of the Circulation Policy is to establish the privileges associated with having a library card, with the intent of providing all library users with equal access to library materials.

Library Cards

A valid library card in good standing is required to check out library materials. An account in good standing has no fines or fees exceeding \$10.00 owed to the library and has a current address and contact information. We ask patrons to make every effort to present their library cards when checking out items. The library reserves the right to not check items out without a valid library card or another form of identification present.

Patrons are responsible for the library materials checked out on their cards and are asked to return them in a timely manner. Checking out items on another person's library card without their knowledge or permission is prohibited.

For more information on registering for a library card, please refer to the Registration Policy.

Non-Circulating Materials

Periodicals, reference and genealogy materials, select South Dakota Room materials, laptops, and headphones are not available for checkout and are for in-library use only.

Loan Periods

- 3 weeks: Books, Audiobooks
- 1 week: DVDs, Library of Things Items
- 3 days: New DVDs, State Park Pass

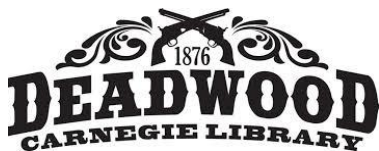
Item Limits

City and County Residents/Businesses/Teachers

- Books: 25
- DVDs: 5
- Audiobooks: 10
- New Books: 5
- New DVDs: 3

Out of County

- Books: 10
- DVDs: 5
- Audiobooks: 10
- New Books: 5
- New DVDs: 3



Holds

Patrons may place a hold on circulating materials by requesting the item online, calling, or asking a staff member to place the hold. Patrons will receive notice by email or phone call that the item is ready for pickup at the library. Patrons may also check their accounts online to view the status of a hold. If an item is not picked up after one week, it will be loaned to the next patron on the hold list, reshelfed, or returned to the home library. A patron may request a new hold be placed on the item, and they will be added to the bottom of the hold list.

Renewal of Items

The library uses autorenewals for most items, which occur two days before the due date. Items will auto-renew twice, provided no other patrons have a hold on them. New DVDs will auto-renew once on the due date. All items may be manually renewed by phone, in-person, or online.

Interlibrary Loan

The Interlibrary Loan Policy provides guidelines for the requesting and borrowing of materials between libraries.

Fines & Fees

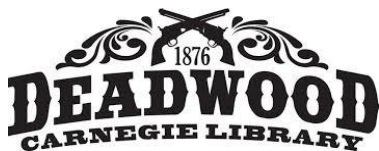
The Deadwood Public Library does not charge late fines on any library material except for DVDs. Late fines for DVDs accrue at \$1 per day overdue. In respect to this, we ask patrons to be aware of due dates and return library materials promptly.

Miscellaneous fees are occasionally established to support the provision of supplemental services. See fee schedule for a detailed listing of fees.

Circumstances may warrant staff waiving a patron's fees or adding fees. Library staff will apply fee waivers fairly and equitably according to established practices. The library does not provide any refunds once a payment is made.

Overdue Materials & Notices

Materials must be returned on or before the due date. At checkout, a receipt is available upon request that lists the due dates for items. Patrons may also check their due dates online. The library will attempt to send reminders to a valid email address or phone number via text message or phone call. Overdue notices are courtesy only, and failure to receive a notice does not exempt patrons from the obligation to return library materials or from fines. It is the responsibility of the patron to update contact information.



Damaged, Lost, and Replacement Materials

An item is considered damaged when it is not returned to the library in the condition in which it was borrowed, excluding normal wear and tear. This includes any missing parts.

It is the patron's responsibility to return items in the same condition in which they were borrowed or be subject to the replacement cost and processing fee for the damaged item. Library staff does attempt to note any existing damage at the time of check out. Staff also reserves the right to withhold materials from check out if they are determined to be in poor condition.

If items are not returned within 30 days of the due date or if the library is notified by the patron that an item is lost, items will be billed, and a notice will be sent via mail. After 60 days of the items not being returned, the material will be marked as lost and eligible for replacement. Patrons are responsible for the replacement cost and processing fee.

If the item is returned within 30 days of being billed and in the same condition as at check-out, the charge will be removed from the patron's record.

Patron-purchased replacements of lost or damaged items will not be accepted without prior approval. Staff reserves the right to decline any copies. If a patron-purchased replacement is approved, the processing fee will still be applied.

When a patron pays the replacement and processing fees for a lost or damaged item, the item is theirs to keep.

Return Disputes

If a patron believes they have returned materials that are overdue on their account, staff can change the item's lost status to "missing." The item remains marked as missing for 30 days from when the patron notified the library. While staff searches for the materials during the 30 days, the patron may continue to check out library materials. Patrons will be restricted from borrowing if they have three or more items in the missing status. Items that are not found after 30 days will be considered lost. The library will send a bill indicating the amount due to replace the item to the patron.

Restricted/Suspended Accounts

The library will not check out materials to any patron who has a card or is the guarantor for a card with fees exceeding \$10.00. Borrowing privileges will be restored when the patron's fees have been cleared or partially paid and are below \$10.00.

Refunds

The library does not provide refunds once a payment has been made.