Lending Policy, Fines & Fees

Reference: Adopted by the Library Board (Original date unknown)
Revised and adopted by the Library Board: November 17, 2026

Library Cards:

All library patrons must have a library card in order to check out materials. Cards are free for those who are a permanent resident of the city, as well as for those who live in nearby communities or in rural areas of the Arrowhead Library System (ALS) and who do not have an ALS borrower's card. Temporary cards may be issued to students who are attending college in Cloquet, as well as those who have summer residences nearby.

If you are a Minnesota resident and live outside of the Arrowhead Library System region, you may check out materials by presenting your current library card from your home library as well as acceptable identification. If you live out of state, you may check out materials from Cloquet Public Library for an annual fee of $50.00, due upon registration. A current library card from your home library is required, along with acceptable identification.

Cards may be obtained in person at the library, upon presentation of a valid ID, and must be renewed every three years.

Fee Cards:

Fee Cards may be used to check out books, movies, music, community passes, and all other physical materials. Downloadable audiobooks and ebooks, and access to databases are not included, due to licensing agreements.

Loan Periods:

New books (maximum of 5 at a time) (Books are new for 3 months after acquisition by library)	2 weeks
All other books	4 weeks
New DVDs (maximum of 5 at a time)	1 week
All other DVDs (maximum of 10 at a time)	1 week
Audiobooks, compact discs, music CDs	4 weeks
Civil service exam books, magazines	2 weeks
Toys	3 weeks

All items may be renewed once, unless on reserve for other patrons or if there is a waiting list.

Reserves

Reserves may be placed on all items except reference books.
Reserved items must be picked up within one (1) week.

Fines

- Patrons will be stopped at checkout when they have 5 or more items overdue or their fines total $10.00 or more.
- Patrons will be notified two days after materials are due.
- A bill will be sent to patrons one month after materials are due, and a $2.00 service charge will be assessed.
- A fee, equal to that charged by the City of Cloquet, will be charged for returned checks.

Damage or Loss

The Library will replace lost or damaged items, and patrons are expected to pay the Library's replacement cost, along with a processing fee of $2.00. Replacements by patrons are not acceptable.

Printing charges

Print charges are: $.20 per page for black and white
($.40 per page double-sided)
$.40 per page for color
($.80 per page double-sided)

Faxing

The library will fax for patrons and will provide a free cover sheet.
Cost for faxing is $1.00 per page, excluding the cover sheet.
Cost for receiving faxes is $.50 per page.