

Lending Policy, Fines & Fees

Reference: Adopted by the Library Board
 (Original date unknown)
 Revised and adopted by the Library Board, May 26, 2009
 Revised and adopted by the Library Board, May 22, 2012
 Revised and adopted by the Library Board, February 26, 2013
 Revised and adopted by the Library Board, May 27, 2014
 Revised and adopted by the Library Board, March 27, 2018

Library Cards:

All library patrons must have a library card in order to check out materials. Cards are free, and may be issued to anyone who is a permanent resident of the city, as well as to 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. Cards may be obtained in person at the library, upon presentation of a valid ID, and must be renewed every three years.

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 records	4 weeks
Civil service exam books, magazines	2 weeks
Instructional videos	2 weeks
Toys	3 weeks

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

Extended Loans

The library staff will extend the four-week loan period for books, audiobooks, and music (except new or seasonal books) to an additional four weeks (8 weeks total) upon request, but not if the item is on reserve for another patron or there is a waiting list. Extended loan items may not be renewed.

Reserves

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

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Fines

Children's materials:

25 cents per day to a maximum of \$1.00 per item

Adult books, young adult books, sound recordings:

25 cents per day to a maximum of \$5.00 per item

All videocassettes and DVDs:

25 cents per day per item to a maximum of \$5 per item

Adult magazines:

25 cents per day per item, up to the cost of the magazine

Civil service exam books:

25 cents per day per item, to a maximum of \$5 per item

Hotspots and launchpads:

\$10.00 for the first day and \$5.00 for each additional day to a maximum of \$50.00.

- There will be a 3-day grace period for all printed materials.
- There will be a 1-day grace period on all dvds.
- Patrons will be stopped at checkout when their fines total \$10.00 or more.
- Patrons will be notified two weeks after materials are due.
- A bill will be sent to patrons three months 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.
- Accumulated fines of \$50 or more will go to a local collection agency. Cost of items not returned will be sent to Minnesota Revenue Recapture or to a collection agency for collection.
- The public will not be charged an overdue fine on materials due when the library is closed.

Damage or Loss

Patrons are expected to pay the replacement cost of lost or damaged materials, along with a processing fee of \$2.00.

Earphones

As of June 1, 2014, the library will no longer provide earphones for use in the library. However, earbuds are available for purchase in the library or patrons may bring their own.

Printing charges

Charge is 20 cents per photocopy or non-color computer print

Charge is 40 cents per page for color computer printouts/copies

Faxing

The library will send and receive faxes for patrons and will provide a cover sheet if requested at no charge.

Charges for sending is \$1.00 per page not including cover sheet.

Charges for receiving is \$.50 per page.

Library Website

The library's website, www.cloquet.lib.mn.us, may be used to:

- search for materials at any library within the Arrowhead Library System
- download e-books and audiobooks from the Arrowhead Library System
- renew books, audiobooks, CDs, music records, instructional videos
- reserve items for checkout

- and much more

Notary Services

Notary Public services are available at the Cloquet Public Library, and will be offered depending on the Notary Public staff availability.

Cloquet Public Library Notary Staff are not attorneys licensed to practice law in Minnesota and may not give legal advice or accept fees for legal advice per Minnesota Statute 359.062. The library may charge a small fee for each notarial service.

Inclement Weather

The library will close if the Library Director determines that weather conditions are dangerous. Closure announcements will be made on area and/or social media sites.