

Loan Policy

Hazen Public Library

Who is Eligible for a Library Card?

It is the commitment and philosophy of the Hazen Public Library to offer library cards to adults who present a valid form of identification or who, if they reside out-of-area, present a utility bill or other indication of a temporary Hazen, North Dakota address. Children may apply for a library card provided that they have the signature of a parent or legal guardian.

Loans

A patron with an account in good standing (owing < \$3.00) can have checked out up to 25 total items at a time. This could be a combination of periodicals, books and DVD's. No more than five DVD's per patron can be checked out at any given period of time. A new patron (having been a patron for less than six months) may check out three DVD's for one week. More may be allowed based on Library personnel's discretion.

| MATERIAL TYPE | LOAN PERIOD | AMOUNT/CARD |
|----------------------|--------------------|--------------------|
| Books | 21 Days | 25 |
| Large Print | 21 Days | 25 |
| DVDs | 7 Days | 5 |
| CDs | 7 Days | 5 |
| Periodicals | 7 Days | 5 |
| Audiobooks | 21 Days | 5 |
| E-reader | In House | |
| A/V Equipment | In House | |
| Kid's Kits | 21 Days | 1 |
| Interlibrary Loans | Variable | 5 |
| State Park Pass | 7 Days | 1 |

Hold Requests

A hold request may be placed on any Central Dakota Library Network materials. Patrons will be notified when the requested item is available. Patron will have five business days from when notice is received to pick up the item. A second call will be placed after five days and Patron must pick up item within another five business days before it will move on to the next person in the hold queue. Hold requests may be placed online, in person, or by calling the Library at 701-748-2977.

Notifications

If a patron has overdue items or items on hold, patron can choose to receive overdue notices via standard mail or email. If emailed, patron will also receive reminder notices for items that are coming due soon. Patron can also choose to add text message notifications in addition to regular mail or email notices.

Hazen Public Library strives to be careful in checking in all items that are returned, however mistakes can occasionally happen. If patron indicates an item was returned, but still continues to receive overdue notifications, they need to contact the library to claim it returned. The library will check the shelves to see if it was missed checking it in. If the item is not found, the library will renew the item for patron and they will have until the end of the billing cycle to return it before a replacement charge is applied to their your record.

Interlibrary Loan Requests

If patron is interested in obtaining materials not held in our collection, the Hazen Public Library provides Interlibrary Loan services for our cardholders. Requests for materials that are available within North Dakota will be processed free of charge.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request. If microfilm is requested from the State Historical Society, patron is responsible for all charges.

Renewals

A renewal may be granted for any Hazen Public Library materials. Materials may be renewed a maximum of two times. Interlibrary loan materials will be renewed at the discretion of the lending library. If patron needs to renew an item, the request for renewal will need to be before the item is due.

Overdue Fines

| MATERIAL TYPE | Fee |
|----------------------|---------------|
| Books | \$.10 per day |
| Large Print | \$.10 per day |
| DVDs | \$.10 per day |
| CDs | \$.10 per day |
| Audiobooks | \$.10 per day |
| Kid's Kits | \$.10 per day |
| Interlibrary Loans | \$.10 per day |

How to Pay

By mail: Send a check, payable to:

Hazen Public Library

PO Box 471

203 East Main St

Hazen, ND 58545

In person: Visit the library's circulation desk. Cash or check are accepted.

Lost/Damaged Materials

Patrons will be billed for lost or damaged materials in the following manner:

- For materials that are in-print, charges will be based on the cost of replacement.
- For materials that are out-of-print, charges will be based on the average cost of a hardcover book.
- For a multi-volume set of books, charges will be based on the replacement of the lost volume, if it is replaceable. If a volume cannot be replaced individually, the charge will be based on the cost of the entire set.
- For a lost or damaged component of an audio-visual set, charges will be based on the replacement cost of the lost component, if it is replaceable. If a single piece cannot be replaced, charges will be based on the cost of the entire set.
- The amount paid for a lost item will be refunded if the item is returned within ten days of the date payment was rendered.
- Patron will be charged for the cost of any items (including DVD's) that are not returned to us, or are returned damaged, plus a five dollar (\$5.00) non-refundable processing fee. If items are not paid for promptly, a pre-collection letter is sent to all patrons owing \$50 or more (for any charges). Patrons not responding within 14 days will be turned over to the collection agency. Any act of good faith is accepted, and the account will not be turned over in that case.

Collection Agency

If a patron does not return or pay for material borrowed, the account may be turned over to a collection agency.

Adopted: 09/26/2017

Revised: 06/13/2019

Effective: 06/13/2019