

# Cook Public Library

## Lending, Fines and Fees Policy

### Library Cards

All patrons must have a library card to checkout barcoded material. Cards are free and may be issued to anyone who is a resident of the City of Cook, as well as those who live in rural areas and nearby communities.

Temporary cards may be given free of charge to those who reside in these areas temporarily or seasonally.

Minnesota residents who live outside the Arrowhead Library System (ALS) region may check out materials with a home library card. The home library card must be present at the time of checkout.

Library cards may be obtained in person by filling out a library application form. Cards expire every three years and can be renewed in person without charge.

Library cards can be used at any Arrowhead Library System member library.

If you lose your library card, notify the library as soon as possible. You are responsible for anything checked out on your card.

### Data Privacy

Under Minnesota law, the information you provide in applying for a library card, except your name, as well as information which links your name with library materials is private. It is available only to you and to appropriate library personnel. This information is required.

If you are under age 18, information about materials requested, borrowed or kept overdue is available to your parent or guardian. You may ask to have this information withheld by filling out a data privacy request form. However, library staff can only withhold this data from your parents if it is in your best interest to do so.

### Loan Periods

1. **New Items**--All new items will be available for circulation to Cook Public Library cardholders for 3 months after purchase. After this period, items will be available for interlibrary loan.
2. **DVDs**—A maximum of seven DVDs may be checked out at one time, 7-day checkout, 1 renewal if no other patrons have requested them.
3. **Hotspots**--Seven-day checkout to Cook Public Library cardholders, no renewals or holds.
4. **All Other Items**--28-day checkout, 1 renewal if no other patrons have requested them.

### Library Requests and Holds

Patrons may request items not owned by the Cook Public Library through interlibrary loan. Items on hold will be available for pickup for eight days.

## **Fees and Charges**

As of November 9, 2021, patrons will no longer be charged overdue fines on Cook Public Library items, except technology devices (hotspots). Patrons may be charged overdue fines on items that belong to other libraries.

Library patrons are strongly encouraged to return all items by the due date to allow others the opportunity to enjoy those materials.

### Fines/Fees

If a patron has over \$10 in fines from any ALS library or fees from lost or damaged items, the patron will not be able to check out materials until fines/fees are paid.

### Lost Items

After a Cook Public Library item has been overdue for 60 days, the item will be considered lost and a replacement fee will be added to the patron's account. Replacement fees are determined by the Library Director.

### Damaged Items

Patrons will be charged for any item that is returned damaged and no longer suitable for the collection. Replacement fees are determined by the Library Director.

### Printing

Printing is available from the public computers. Printing charges are: Color--\$1.00 per page, Black & White--\$0.25 per page.

### Copies

Copies must be made by library staff. Copy charges are: Color--\$1.00 per page, Black & White--\$0.25 per page.

### Faxes

Faxes must be sent by library staff. Fax charge is \$1.00 per fax.

*Adopted and Approved by the Cook Public Library Board, September 2, 2015*

*Revised and Approved by the Cook Public Library Board, March 4, 2020*

*Revised and Approved by the Cook Public Library Board, November 9, 2021*