

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, as well as those who live in rural areas and nearby communities.

Temporary cards may be given to those who own property in these areas and are seasonal residents.

Cards may be obtained in person by filling out a library application form. Cards are renewed every three years.

Cards can be used at any Arrowhead Library System member libraries.

Loan Periods

The Cook Public Library Board of Trustees adopted the Arrowhead Holding Standards (AHS) which took effect July 1, 2015. The AHS standards are as follows.

NEW ITEMS

All new items will be kept for circulation to local patrons for 3 months. After this period, items will be available to request from other libraries.

NEW BOOKS

14-day checkout

1 renewal if no other patrons have requested them

MOVIES

7 movies may be checked out on a card at a time

7-day checkout

1 renewal if no other patrons have requested them

ALL OTHER ITEMS

28-day checkout

1 renewal if no other patrons have requested them

RULES FOR ALL MATERIALS

3-day grace period

25 cents/day late fee

\$5 maximum late fee per item

*AMOUNT AT WHICH A PATRON IS BLOCKED FROM FURTHER CHECKOUT UNTIL FINES ARE PAID DOWN--**\$10.00**

Holds

Items on hold will be available for pickup within eight days.

Damaged or Lost Items

Patrons are expected to pay the replacement cost of lost or damaged materials. Cost will vary depending on the materials damaged or lost.

Headphones

Two pairs of headphones are available for patron use behind the circulation desk.

Printing

Printing is available from the public computers. Patrons are not able to print from their own devices using the Wi-Fi connection.

Printing charges are

Color--\$1.00 per page

Black & White--\$0.25 per page

Faxes

Faxes can be sent with the assistance of library staff.

Fax charge is \$1.00