

## Overdues/Replacement Policy

### **Purpose**

To encourage library users to return their materials by their due date, reducing the need to send overdue notices.

### **Principle**

Kitchigami Regional Library System lends books and other media at no charge, on the principle that library users understand their responsibility to return those items so that others may borrow them. Kitchigami Regional Library System does not charge daily overdue fines; other fines and fees exist, however, to offset the costs of administering overdues notices.

### **Policy**

Borrowers will be contacted by email or telephone when items are 14 days overdue and again at 21 days if the items are not returned. At 31 days an overdue notice will be printed with a \$2.00 notice fee. The \$2.00 notice fee is non-refundable and must be paid, even if the items are returned.

No second notice will be printed. AV and high demand items will be declared lost or damaged at 21 days overdue and the borrower will be charged accordingly plus a \$3.00 administration fee. Other materials will be declared lost or damaged at 31 days.

Borrowers will be charged for lost or damaged materials according to the standard replacement cost schedule. Items costing more than the standard replacement cost will be charged according to their actual value. A \$3.00 administration charge will be added for all lost or damaged items.

The replacement cost for lost items will be refunded upon return of the lost item for up to one year after payment; the \$3.00 administration fee is non-refundable.

This policy will be reviewed annually.

Approved 20 May 2004

## Internet Access

Every branch library provides free access to the Internet during branch open hours. Because the number of public access computers varies widely by branch library, please call your branch library to set up an appointment for Internet access.

Kitchigami Regional Library System filters all public access computers in accordance with federal and state law [can you put in a link to the policy?].

Adults over 17 have the right to request unfiltered Internet access.

## **History of Kitchigami Regional Library System**

Kitchigami Regional Library System was formed in 1969. The original core of the Cass County Library was expanded when Crow Wing, Beltrami, and then Hubbard and Wadena counties joined.

## **What Headquarters Does**

Kitchigami Regional Library System headquarters is in Pine River, MN. It is the technical services center of the regional library. The technology that makes all the branch libraries work as one is housed in this building.

All books and other materials are ordered, cataloged, processed and delivered to the branch libraries from the HQ building. Interlibrary loans, which is the practice of borrowing items from other library systems and lending KRLS items to other library systems, is also provided from the Pine River headquarters.

The HQ building also provides all the personnel administration, policy support and implementation and financial operations of KRLS.

## Returning books borrowed from other library systems

We encourage library borrowers to return items to the library from which they were borrowed. If they are returned to us we will send them to the owning library system through our delivery arrangements. We will not be able to check it these items, however, and we cannot guarantee that the items will be received by the owning library before their due date. Kitchigami Regional Library System is not responsible for any fines and fees that may be applied by the owning library system if the items are returned past the due date.

KRLS is not able to return books to community libraries that do not participate in a regional public library system.