

HANSEN FREE LIBRARY DISTRICT

CIRCULATION POLICY

Library memberships are open to all persons living within the library district boundaries and are free of charge. Out-of-district residents may apply for membership by paying an annual fee of \$15.00. Proof of residency is required for all memberships.

Library memberships are family memberships and will include anyone in your household who may be expected to check out items on the account.

The Hansen Community Library is no longer charging overdue fines for materials that are returned late. The purpose of our library is to supply our community with resources they can borrow for their education and entertainment. We believe that having overdue fees goes directly against this goal and instead discourages the use of library materials. We have also waived all past overdue fines which ended up unblocking many accounts of Hansen District residents.

Please enjoy our resources and return them by their due date. Remember that you could still receive overdue fees from other libraries and the Hansen Library will still charge for lost or damaged materials. If an item is two months or more overdue, then the library will charge the users for the cost of the item.

Materials available for circulation can be checked out for the following periods:

- 7 days – all videos, Blu-Rays and DVDs
- 14 days for all books, audio books, CDs and magazines

Borrowed materials may be renewed twice unless there is a hold on the item for another patron. An item that has a hold on it may not be renewed.

A patron who has lost material is charged the price of the material shown in the database and a possible processing fee commensurate with the cost of originally acquiring and adding the item to the library's database and collection.

If the library does not own an item you need or the item has been checked out, it may be requested from another library. This may be done at the circulation desk or by calling the library. Fines and/or replacement costs or other charges on interlibrary loans are determined by the lending library.

Patrons who owe replacement fees for lost and/or damaged materials will have use of their Libby/Overdrive account suspended until the fees are paid. An item will be designated as lost if it has not been returned within 12 weeks of the initial checkout date.

[Approved, Hansen Free Library District Board of Trustees, April 1, 2019]
Revised April 3, 2023