



Circulation / Use Policy

Issuance of Library Card and Renewal

a. Library Cards:

- **Resident Card:** Residents of Huron who either live within the city limits or own property within the city limits will have free access to materials in the Huron Public Library collections. They must provide a **photo id and proof of address** when applying for their library card.
- **Smogard Card:** Non-Residents of Huron who live outside of the Huron City limits but within Beadle County qualify for a Smogard card. The same service policies apply to this type of card as to resident cards. They must provide a photo id and proof of address when applying for their library card.
- **Non-Resident Card:** Non-residents who live outside of Beadle County may purchase a one-year library card at a cost of \$25.00. The same service policies apply to this type of card as to resident cards. They must provide a photo id and proof of address when applying for their library card.
- **Household Card:** For all members of a household living at the same address to share one library card barcode number. Please note that you will have access to each other's borrowing records. All household card applicants must appear in person when applying for the card and must be listed on the library application. Non-resident card fees apply based on physical address. They must provide a photo id and proof of address when applying for their library card.
- **Institution Card:** Institutions such as assisted schools, living centers, government agencies, group homes, or childcare facilities may apply for an institutional card. An individual that has the legal authority to sign agreements for the institution must sign an application for an institutional card and provide a letter listing authorized users on company letterhead. The institution is responsible for all items charged to the institutional card.

- b. Renewal of library cards** – Library cards expire one year after they are issued. Cards must be renewed to continue borrowing items and using library services. Patrons may renew in person or over the phone. Verification of address, phone, and email changes will be made.

- c. All patrons are responsible for informing the library of name, address, phone, and email changes.**

Loan Policies

- All patrons will have the same checkout privileges with the exception of institution cards. This means non-resident cardholders will have the same checkout due dates as those living in Huron.

- Patrons accept responsibility for all items checked out on their library cards.

- Library cards are not transferable and can only be used by the person(s) listed on the account. Library accounts are confidential. By law [14-2-15](#) we can only discuss your library account with you “except by court order or upon request of a parent of a child who is under eighteen years of age.”

- Patrons are responsible for paying their fees in a timely manner.

- If a patron has reached the maximum fine of \$10.00, **all library card privileges** will be stopped. Patrons wanting to use the library computers will need to use a guest pass from the library circulation desk.

- The Huron Public Library reserves the right to use a collection agency in the recovery of excessive fees (\$45.00 or more) for lost and damaged materials.

- DVD items can only be checked out to age-appropriate audiences. The Library follows the movie and television rating guidelines for age appropriateness.

- Patrons will receive two system-generated, automatic renewals. Items can be renewed as long as there is no existing reserve on an item.

Loan periods and fines:

Item	Loan Period	Renewal	Borrowing Limits
Books	3 weeks	Twice – automatic renewal	50 items
Magazines	3 weeks	Twice – automatic renewal	50 items
Audio/CD MP3	3 weeks	Twice – automatic renewal	6 items
DVD	7 days	Twice – automatic renewal	6 items
ILL	Varies	Varies	5 items
Hotspots	3 days	No	1 item
SD State Park Passes	3 days	No	1 item

Fees will be assessed for lost and/or damaged items

a. Read It Off

The program assists children, tweens, and teens who do not have the ability or funds to pay for lost and/or damaged items. Read It Off encourages reading while paying for a fee. Patrons will borrow one book, magazine, or audiobook (at their reading level).

At the time of check-out patron is given a Read It Off form. After reading/listening to the item – the patron brings the item to the Circulation Desk. The item is checked in and the patron receives \$5.00 (amount can be subject to change) credit on their current balance.

The program may be repeated until their account reflects a zero balance. A Read It Off item that is declared lost and/or damaged will be cause for the patron's account to be restricted until it is brought into good standing.

Consideration will be given to patrons, over 18 years of age, at the discretion of the Circulation Manager, Assistant Library Director, or Library Director. The need of consideration will be per the American Library Association CD #38: Resolution on Monetary Library Fines as a Form of Social Inequity.

Library Material Replacement Cost Policy

- Borrowers are responsible for returning Huron Public Library materials by their due dates. If borrowers return library materials in such condition that the library decides to replace them, then they will be billed for the cost of replacing the material. In the case

of minors, parents or guardians are responsible for returning library materials in reasonable condition and for paying any fees incurred.

- The library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to the materials. Damage fees may vary, depending on the extent of damage, up to the full replacement costs of the item. Highlighting, pen and pencil marks, crayon marks, animal damage, and liquid stains are examples of damage to library materials.
- Radio-Frequency Identification (RFID) technology has been installed on most library items for efficient inventory, security, and circulation operations. Patrons who return library materials with missing or damaged RFID security tags will be fined \$0.50 for square tags and \$1.00 for CD/DVD tags.
- Library materials will be declared lost by the Circulation Manager based on the specific material's loan period, or if the patron declares the library material lost before that time.
- The library sends out damaged and lost book notices by email or via USPS.
- **All patrons are responsible for informing the library of name, address, phone, and email changes.**

Replacement Costs

- Determining a fair and adequate replacement cost for library materials is at the discretion of the Library Technician and will be based on the average cost as listed in the MARC record, Amazon, or vendor cost. There will be consultation with the Library Director as needed regarding replacement costs.
- The replacement costs will be refunded if the borrower returns the item within 30 days of when the item was declared lost.
- A borrower has 30 days to clear their account before replacement costs will be assessed. Patrons will be notified if an item(s) was returned damaged or with missing parts. A letter will be sent to the patron once the 30 days have elapsed and damaged or incomplete materials will be discarded and replacement materials ordered. The Library reserves the right to turn over a patron's account to a collection agency 30 days after a

written notification has been sent if their account has not been cleared or payment arrangements have not been made with the library.

Collection Agency Policy

- An item is declared lost after 15 days overdue.
- All customers receive a minimum of one notice via US mail or via email, if their library account contains their email address, prior to receiving a bill from the Huron Public Library. This is the only notice that may be delivered through standard mail.
- Fees over \$200.00, may be referred for collection.
- Customers who have been sent to the collection agency cannot check out items from the library until their account has been paid in full.
- The collection agency will contact customers who have been referred. Staff involvement will be minimal and limited to regular circulation duties.
- Customers who have been referred and have questions regarding their account can contact the library Circulation Desk at 605-353-8530.

Non-sufficient Fund Checks

- A patron with a returned check to the Huron Public Library will automatically and immediately have their library privileges revoked until their account is cleared.
- The Library will charge a penalty fee of \$5.00 for a returned check.
- The Library will post the penalty fee for a returned check at the circulation desk.
- The Library reserves the right to turn a returned check over to a collection agency or the Beadle County State's Attorney.

Denial of Services

The use of the Huron Public Library or its services may be denied for due cause, which may include, but is not limited to, the following:

- Failure to return borrowed items.
- Failure to pay penalties or fees.
- Destruction of library property.
- Failure to follow the library's "Rules of Conduct" policy.
- Failure to use the library for its intended purposes; the library is not a shelter or a lounge.
- Viewing pornography on the library's computers.

Updated and approved by the Library Board on January 23, 2024.