

CIRCULATION

The New Ulm Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials may register for a library card according to the following rules:

LIBRARY CARDS

Patrons applying for a library card must fill out the library card application that is kept on file in the library. The first card is free. Proof of residence and picture identification must be presented at the time of application. Patrons may check out materials the same day they apply for a card. A library card or proof of identification must be presented in order to check out materials from the library.

Patrons under the age of 16 must have a parent or legal guardian present in order to obtain a library card. Residents of congregate living who are under the age of 16 must have a supervisor present in order to obtain a library card; the supervisor must sign the application form as the responsible adult for a card to be issued.

Per county-wide agreement, any resident of Brown County can be issued a card at the New Ulm Public Library. Residents of New Ulm and county residents who live outside of Hanska, Sleepy Eye, Springfield, or Comfrey are issued regular New Ulm cards. County residents also have the option of applying for cards at any of the five libraries in Brown County. A temporary card will be issued to residents of Hanska, Sleepy Eye, Springfield, or Comfrey and any out-of-county patron residing within the boundaries of the Traverse des Sioux Library Cooperative. This temporary card is active for only three months. A note is then made on the application form, and their registration is sent to their library of residence in order to facilitate the permanent card registration.

Minnesota residents who live outside of the Traverse des Sioux Library Cooperative can be issued a reciprocal card at no cost.

Out-of-state visitors can be issued transient cards at the cost of \$25. Upon the return of the card and all materials, the \$25 will be refunded.

Organizations applying for a library card must fill out the Organizational Library Card Application that is kept on file in the library. These applications are processed at the library and may take a few days to complete. You will receive the library card in the mail. The organization will be held responsible for any items checked out on the card. The contact person is the only one who may use the card to check out items – that person may not authorize anyone else to check out items or to get information about the account. Anyone with \$10 or more in charges on their personal library card may not serve as the contact person for an organizational library card. Eligible organizations may include Chamber members, churches, assisted living care centers, clinics, and others based on the discretion of library staff.

LOST CARDS

Because library cardholders are responsible for materials checked out on their library cards, they should inform the library immediately if a card is lost or stolen. There is a charge for replacing a lost card.

CHECK-OUT LIMITS

A valid library card is required to check out items from the Library.

Limits on specific collection areas are as follows:

- Audiobooks 10 per cardholder
- Newspapers and magazines 5 per cardholder
- CDs 10 per cardholder
- DVDs 10 per cardholder
- Puzzles 2 per cardholder
- Library of Things and WiFi hotspots 1 per household (lifejackets: 6 per household)
Borrower must be 18 years or older
- Board games 2 per household
- Maximum borrowed items 50 per cardholder

Not all library materials may be suitable for all members of the community. Responsibility for the minor's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

LIMITS PLACED BY AN INDIVIDUAL

1. Release of private library data for use by a specific outreach volunteer on behalf of a homebound patron requesting delivery of materials to be renewed at the beginning of the year.
2. The Library is subject to the Minnesota Government Practices Act, Minnesota Statutes Chapter 13 and Minnesota Rules Chapter 1205 (MGDPA). For a patron under age 18, private library data can also be accessed by the patron's parent(s) or legal guardian unless the patron requests in writing that the Library deny parental access to the data. Data privacy request placed by minors and granted by the responsible authority to limit data access to a minor's records by a parent or guardian.

RIGHTS AND RESPONSIBILITIES

A New Ulm Public Library cardholders are responsible for making sure that materials borrowed on their card are returned on time and in good condition. Borrowing privileges may be suspended for failure to return materials. Library cardholders will be charged for damaged materials.

LOAN PERIODS AND RENEWALS

- Books, audiobooks, music CDs, and nonfiction DVDs, WiFi hotspots 3 weeks
- Magazines and newspapers 3 weeks
- Fiction DVDs, board games, Library of Things 1 week

Loan periods and renewals are restricted on interlibrary loan items according to the regulations of the loaning library. All items except hotspots board games, and Library of Things can be renewed twice. Items that have been reserved by another library cardholder cannot be renewed.

Materials may be renewed in person, by phoning the library, by email, or through the patron's online library account.

BOOK RETURNS

For patron convenience, the library provides a 24-hour drive-up book return bin located in the south parking lot. All items may be returned to the book return except hotspots and other materials as indicated on the item.

HOLDS AND INTERLIBRARY LOANS (ILL)

Patrons may place a hold on items that are checked out. Items held in other libraries may be obtained through interlibrary loan. The library cardholder will be notified by mail or email when the item is available to check out. Requested items are held for a week after the notice is sent.

The maximum number of holds allowed per card is set by Traverse des Sioux Library Cooperative as follows:

Materials from within the TdS Library Cooperative	10
Materials from the MnLINK Statewide Gateway	5

OVERDUE SERVICE CHARGES

The library does not charge overdue fines for late items. Library items that have not been returned four weeks after their due date will be billed to the patron's account.

An automatic block is placed on library cards when more than \$10 in bills accrues.

LOST OR DAMAGED MATERIALS

If the material is damaged beyond use, the library will charge the replacement fee for the item plus a \$5 processing fee. There is no processing fee for lost or damaged magazines. If a price is not listed in the Integrated Library System, the replacement cost will be determined by the current retail price. If a price cannot be located online the library will charge a flat \$20 fee.

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