

Checkout Policy

Checkout Policy for New Library Card Patrons

- New Patrons may only check out two (2) DVDs (movies) per household every seven days, for the first (1st) three (3) months, after new library card has been issued. **** (See Addendum)**
- After three (3) months of probationary period, New Patrons will be allowed to check out six (6) DVDs (movies) per week per household.
- New Patrons may check out any number of books.
- DVDs may not be renewed.
- DVDs fines are \$2.00 per day.
- Books, CD's, and Audio books are checked out for two (2) weeks and can be renewed in person, online, or over the phone.
- Library book fines are:
 - Adults - \$0.25 per day
 - Children - \$0.10 per day

Checkout Identification Requirements

To check out material, patrons already registered on the system must present the following:

- Patron must have his/her library card present to check out items from Kasson Public Library.
- Non-delinquent library card with bar-code will have full borrowing privileges.

Payment Policy

Patrons' borrowing privileges are to be restricted at checkout only according to the following delinquency thresholds. Patrons may checkout or renew material if they have outstanding charges, of less than \$5.00, on their record.

- Delinquencies of \$4.99 or under:
 - Remind the patron of the delinquencies on the record and that we would appreciate payment now or in the near future.
- Delinquencies of more than \$4.99:
 - The patron is denied borrowing privileges.

- The patron must reduce his/her delinquencies to \$4.99 or less, for privileges to be restored.
- Patrons with account delinquencies of \$40.00 or more for 60 days will be turned over for collection.

****Addendum to Checkout Policy**

Patrons from Group Housing homes may only check out three (3) DVDs (movies) at a time. The Patron can checkout three (3) more DVDs (movies) after they have returned the previous three (3) DVDs (movies).

Adopted: _____ (Date)

By Kasson Public Board of Directors: _____ (Chairperson)