CIRCULATION & LIBRARY CARD POLICY

I. Purpose

The purpose of the Circulation & Library Card Policy is to manage the flow of North Sioux City Community Library materials, ensure fair and equitable access for all users, and maintain accurate inventory control while protecting the financial investment of North Sioux City taxpayers.

II. Policy Statement

The North Sioux City Community Library is a publicly funded municipal library supported by city property taxes. Circulation services establish guidelines for borrowing library materials, issuing library cards, and defining patron responsibilities in accordance with South Dakota law and library accreditation standards.

III. Eligibility for a Free Library Card

A free North Sioux City Community Library card is available to:

- Residents of North Sioux City
- Property owners within North Sioux City
- Individuals whose primary residence contributes property tax support to the City of North Sioux City

Applicants must provide:

- Photo identification
- Proof of residency or property ownership (driver's license, utility bill, lease, or tax statement)

Library cards must be renewed every **two (2) years** with updated verification.

IV. Non-Resident & Temporary Resident Cards

Individuals who do not contribute property taxes to North Sioux City — including RV residents, seasonal workers, temporary housing residents, and visitors — may obtain borrowing privileges by purchasing a non-resident library card.

Card Type	Length	Fee
Short-Term Visitor	30 days	$5
Seasonal Resident	3 months	$15
Extended Stay	6 months	$25
Annual Non-Resident	12 months	$50

Non-resident cards must be renewed annually.

Fees are established by the Library Board and reflect the cost of services normally supported through local taxation, in compliance with **SDCL 14-2-27(4) & SDCL 14-2-41(4)**

V. In-Library Use for All Visitors

All members of the public may use the library building without charge in compliance with the Acceptable Behavior Policy, including:

- Reading and study space
- Public computers and Wi-Fi
- Library programs and events
- Reference and staff assistance

Borrowing materials for home use requires a valid library card.

VI. Cardholder Responsibilities

Library cardholders are responsible for:

- All materials checked out on their card
- Returning items by the due date
- Paying fees for lost or damaged materials
- Reporting lost or stolen cards immediately

Library cards are not transferable.

Parents or legal guardians are responsible for materials borrowed by minors.

Replacement fee for lost cards: **$1.00**.

VII. Circulation Rules

1. Borrowers are responsible for knowing due dates.
2. Materials not returned or renewed within **six (6) weeks** of checkout are considered lost.
3. A series of three reminder notices will be sent at two-week intervals, with the final notice issued by certified mail.
4. If items are returned at any point, the process stops and applicable fines are waived.
5. Failure to respond may result in citation under **City Ordinance No. 2022-XX**, which may include replacement costs, fines up to $50 per occurrence, and court costs.
6. Refunds are not issued for items returned after payment unless staff error is confirmed.

VIII. Loan Periods & Limits

Material	Loan Period	Renewals	Lost After	Replacement	Limit	Hold
Books	21 days	1	6 weeks	Replacement cost	40	3 days
Book Club Sets	14 days	1	6 weeks	Replacement	—	3 days
Magazines	21 days	1	6 weeks	Replacement	—	3 days
Audiobooks	21 days	1	6 weeks	Replacement	—	3 days

Material	Loan Period	Renewals	Lost After	Replacement	Limit	Hold
DVDs	14 days	1	6 weeks	Replacement	10	3 days
Interlibrary Loan	Varies	Varies	Varies	Varies	1	5 days

IX. Holds

- Patrons may place holds on circulating materials.
- Notification occurs by text or email.
- Items are held for **3–5 working days**.
- Items with active holds may not be renewed.

X. DVD Checkout

- MPAA ratings are voluntary industry guidelines.
- Patrons under 18 may borrow DVDs unless restricted by a parent or guardian.
- A **Restricted Child Card** may be issued at parental request.
- Copying or reproducing audiovisual materials violates U.S. copyright law.
- Check out period is for 2 weeks.

XI. Restricted Child Card

- Available to patrons under 18 at parental request.
- Limits access to R-rated DVDs.
- Limits checkout to **15 items**.
- Available at the circulation desk.

XII. Restriction of Borrowing Privileges

Borrowing privileges may be restricted due to:

- Fines of $5 or more
- Expired cards
- Incorrect patron information
- Outstanding lost or damaged material charges

Privileges are restored upon resolution of the applicable issue.

XIII. Damaged Materials

- Normal wear incurs no charge.
- Repairable damage: **$5 fee**.
- Non-repairable items require full replacement cost plus processing fee.
- Paid items become the patron's property once withdrawn from the collection.

XIV. Circulation Records & Verification

The library's integrated library system maintains the official circulation record.

- Circulation records are the **sole verification of borrowing responsibility**.

- Video surveillance footage is **not used** to verify checkouts or returns.
- The library does not release video footage to patrons for proof of account activity.

XV. Board Authority & Policy Review

The Library Board of Trustees retains authority to:

- Establish and revise circulation rules and non-resident fees
- Approve special arrangements with taxing entities
- Review and amend this policy as needed

Adopted by the North Sioux City Community Library Board of Trustees

Date: _____03/26_____