

Fine and Lending Policy

Loan Periods

- 4 weeks for books, audiobooks, CDs, magazines, and Special Collections materials.
 - Renewable for 4 weeks if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, call the library with your library card number, or renew online.
- 2 weeks for *new* books.
 - Renewable for 2 weeks if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, call the library with your library card number, or renew online.
- 1 week for movies, tax booklets, and bike locks.
 - Renewable for 1 week if there is nobody waiting for the item(s). Please bring items to the main desk to be renewed, call the library with your library card number, or renew online.

There is no limit on the number of items borrowed except:

- A maximum of 7 movies per library card.
- A patron receiving or registering their card for the first time with the Two Harbors Public Library is allowed to check out a maximum of 4 items on the first day.
- A patron without their library card present may check-out a maximum of 4 items; this exception may be offered a maximum of 3 times before the library card must be replaced.
- We strongly encourage patrons to set their own limits based on how many materials they can reasonably enjoy during a standard loan period.

Fine Policy

- Fines per day: There are no longer late fees for Two Harbors Public Library owned library materials returned beyond the standard checkout period. However, we strongly encourage patrons to return materials within the standard checkout period to allow other members of the community the opportunity to enjoy those library materials as well. Items that belong to another location or to another library that are checked out at the Two Harbors Public Library will accrue fines according to the owning library's policy.
- Lost items: The library still charges replacement fees for lost items. After a Two Harbors Public Library item has been overdue for 58 days, the borrower will be billed for the cost of the materials and a lost processing fee. (The Library will not accept the return of late materials after one year; at this point, only the replacement fee will be accepted.) Items that belong to another location or to another library that are checked out at the Two Harbors Public Library change to lost status following the schedule of the owning library, and all relevant replacement fees, lost processing fees, and accrued late fees as established by the owning library will be applied.
- Damaged items: The library still charges replacement fees for damaged items. This may include a partial replacement fee if staff deem the item is still of overall good quality, or a

full replacement fee for items deemed to have too much damage to keep in the library collection.

- Maximum fines per card: Once a library card has over \$10.00 in fines/fees of any sort, owed to any ALS location, the library will no longer lend materials to the patron until the fines have been paid.
- Maximum overdue items per card: Once a library card has over 5 overdue items, the library will no longer lend materials to the patron until the overdue items have been returned or replacement fees were paid.

Adopted January 1992; Revised April 1998; Revised May 2011; Revised September 2015; Revised May 2019. Revised May 2020.