REDFIELD CARNEGIE LIBRARY CIRCULATION POLICIES

Library Cards

- Everyone may use library materials within the library. A library card is required to check materials out.
- You may check out up to 100 items on your card.
- If you have lost items or owe more than $10.00 in fees, you will need to resolve these before you can check out more materials.

Who may get a library card?

- Cards are free to anyone owning or renting property within the city limits of Redfield.
- Cards are issued to entire households. Library cards are issued to the adult member of the household, with family members listed on the back. That person is responsible for all materials checked out.
    - If a patron wants a second card to check out more e-books, one may be issued at the library director's discretion.
- Patrons do not receive a physical card.
- Nonresident households may purchase a library card for 6 months ($5) or for 12 months ($10)

Bring photo identification at the time of application.

Change of Information: Notify the library of any changes to your name, address, email, or phone number.

Borrowing

- Books are checked out for a 2 week period. Books may be renewed up to two times.
- DVDs are checked out for a 1 week period. DVDs may be renewed once.
- Audiobooks are checked out for a 3 month period. Audiobooks may be renewed once.
- Magazines may be checked out for a 1 week period. Magazines may be renewed once.
- STEM kits may be checked out for a 1 week period. STEM kits may be renewed once.
- Hot Spots may be checked out for a 1 week period. Hot Spots may not be renewed.
- Special South Dakota Collection items, such as Prairie Echoes, The History of Spink County, and Redfield High School Yearbooks do not circulate.

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted.

Return of Materials

- Children materials must be returned to the library on or before the due date. There are no fines on children's materials. Children's materials are defined as any materials shelved downstairs (including picture books and young adult books).
    - Although STEM kits and Children's DVDs are directed towards children, those materials will still have fines.
- Adult materials must be returned to the library on or before the due date. Failure to return results in a $.10/day fine per item. Late DVDs, hot spots, and STEM kits result in a charge of $1.00 per item per day. The maximum fine per item is $10.00.
- STEM kits and hot spots cannot be returned in the drop box.
- Customer accounts are blocked from further checkout when one or more items reach 14 days overdue. Accounts will be unblocked once books (children and adult) are either returned or paid for.
- If a patron loses or damages materials, they must pay the cost to replace the item.

Interlibrary Loan

- Any registered patron in good standing (not exceeding the maximum fee threshold of $10 or having lost items) may request materials not available in the Redfield Carnegie Library catalog through the interlibrary loan (ILL) system. This is a free service provided by the library.

Holds

- Any registered patron in good standing (not exceeding the maximum fee threshold of $10 or having lost items) may place a hold on a Redfield Carnegie Library item. Patrons may do this either online through the library catalog, in person at the library, through social media messaging, or over the phone.
- Holds will stay in the system for up to one year.
- If an item on hold comes in for a patron, they have three days to pick up their item or call and ask for more time. If the patron does not call or pick up the item, the hold is removed.

Overdue Notices

- Patrons are responsible for returning materials by closing time on the due date. The due-date is stamped inside each book and written on the outside of each non-traditional item. As a courtesy reminder, the Library will mail overdue notices at the end of each month for items that are at least 7 days overdue.