



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, NOVEMBER 8, 2021

6:00 PM

1. Call to Order
2. Approval of the Minutes of the October 11, 2021 meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. djames@ci.faribault.mn.us / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
Jayne Spooner - SELCO Board Member update
Micki O'Flynn - SELCO Foundation Investment Options
7. Review *Circulation Policy*. Please refer to attached draft policy for suggested changes
8. Bequest Discussion
9. Other
10. Next Meeting Date: December 13, 2021, 6:00 p.m., Great Hall, Buckham Library
11. Adjournment



Buckham Memorial Library

CIRCULATION POLICY

GETTING A LIBRARY CARD

A free library card is available to anyone who lives and/or owns property in Rice County. The Library has a responsibility to protect the taxpayers' investment in Library materials. Therefore, identification and personal information is required to obtain a library card and patrons must present their library cards **each time** they check out materials or use the Internet.

A. New Cards – Adults and Ages 16+

1. Register in person at the front desk of the Buckham Memorial Library. Patrons will need to verify both their **identity** and their **current address** by presenting a photo identification such as a driver's license, passport, military I.D. or student I.D. and proof of address.
2. A document such as a utility bill, rental agreement, property tax statement or other proof of property ownership may be used to verify current local address if it is not listed on the photo I.D. If a document is not available to verify current address, Library staff will mail the card as proof of address. In order to borrow materials the same day, the patron must be able to verify **both** name (identity) and current address.

B. New Cards – Children Ages 0-15

1. A parent or legal guardian must register children ages 0-15 for a library card.
2. Staff will issue the card over the counter if the parent or guardian presents his/her valid photo i.d. If the parent's i.d. is not valid (current), it can still be used to verify the parent's identity. The parent must also bring something else that verifies current local address such as a utility bill, rental agreement, property tax statement or other proof of property ownership.
3. If the parent has a photo i.d. that verifies **their his/her** identity, but it is not current and **they he/she does** not have proof of current address also, the parent may still apply for the child's library card and the card will be mailed to the child. In order to borrow materials the same day, the parent must be able to verify **both** name (identity) and current address.

C. Minnesota Residents Living Outside the SELCO Region

Minnesota residents with a library card from a participating Minnesota library system can register their cards and use them at the Buckham Memorial Library. Patrons from outside the SELCO region must present photo identification that verifies their address as well as their **home library card** to be a registered user at the Buckham Memorial Library.

D. Institutional Cards/Residential Facility Borrowers

See the Buckham Memorial Library's *Service to Residential Institutions and the Homebound* policy.

TEMPORARY CARD

Temporary Cards

Patrons who are not Minnesota residents, but who are living in Faribault for a period of **three months or less** (such as temporary summer residents), may obtain a temporary card with a 10-item limit. Library staff will collect a \$20.00 deposit, which is refunded when all materials have been returned, all fines have been paid, and the library card has been returned. Temporary cards will be set to expire three months from the date of issue. Those applying for a temporary card must present a photo i.d. verifying their identity **and** a piece of mail with their temporary address. If a piece of mail is not available, Library staff will mail the temporary card.

Non-resident Cards

Non-resident cards are given to library users who live outside of the state of Minnesota. These cards cost \$40.00 per year, a non-refundable fee that is set by the regional library system (SELCO). A valid state photo i.d. from the patron's state of residence must be presented. The non-resident card will be set to expire one year from date of issue. Patrons may renew a non-resident card by paying the \$40.00 annual fee.

REPLACEMENT CARD

Patrons are responsible for all items checked out on their cards; therefore, **lost or stolen cards must be reported immediately**. The fee for a replacement card is \$2.00. If a card is too damaged or worn to be usable, staff may replace the card at no cost.

EXPIRED CARD

The standard "expiration" date for a Buckham Memorial Library card is **1,095 days or** three years. Staff will renew and update borrower information every three years by phone, email or in person when prompted by the circulation system. An "expired" card does not need to be replaced, only verified. There is no fee for verifying an expired card.

BORROWING PRIVILEGES

Each library sets its own policies regarding the number of items that may be checked out, loan periods and renewals, fine amounts, and overdues. At the Buckham Memorial Library, borrowing privileges are suspended when:

1. Twenty-five (25) or more items are overdue
2. **Fees-Fines** total \$10.00 or more
3. 100 or more items are checked out at a time
4. Five (5) or more items are claimed to have been returned which Library staff can not locate

Library staff will handle questions and complaints about patron accounts promptly and courteously. Library staff will make every effort to work to re-instate borrowing privileges. It is against Minnesota law to intentionally damage, remove, or detain library materials (Minnesota Statutes 609.541 – Protection of Library Property).

CHECKING OUT MATERIALS

Library Cards

Patrons must be registered in the SELCO circulation system in order to borrow materials. **Patrons must present their card in order to check out materials ~~or use the Internet terminals~~.** Library staff can renew or request materials without a library card, but account verification is required.

Data Privacy

Library staff will ensure the privacy of borrower records by verifying a patron's identity before discussing items on a record. Patrons requesting information about their record, either in person or especially by telephone, will be asked to verify any or all of the following: address, telephone number, date of birth. Parents or guardians may inquire about the status of their minor children's records. Each borrower has the right to be fully informed of all materials and fines on his/her own record. See also the Buckham Memorial Library's *Data Privacy* policy.

RETURNING MATERIALS

All materials may be returned at the front desk in the "Return" slots. If the Library is closed, all types of materials may also be returned in the after-hours outside drop. Materials checked out from other SELCO libraries may be returned to the Buckham Memorial Library.

RESERVES

Information Desk staff will place reserves for patrons who call or stop by to request assistance. Reserves may also be placed through the online catalog, either in the Library or through the Web site (go to the Buckham Memorial Library's Web site at <http://www.faribault.org/library/> and click on the Search Our Library Catalog link).

~~Notices are sent by mail or e-mail~~ Patrons will be notified when a requested item is available for pickup ~~at the Library's Circulation Desk.~~ Items are held for ~~7~~ 10 days. ~~Reserve materials will be released to the patron, or to family members living at the same address as the patron. In either case, patrons must have either the card in hand on which the reserve was placed OR the official notice listing the library card number.~~

LOAN PERIODS AND RENEWALS

MATERIAL TYPE	LOAN PERIOD	RENEWALS
Books	Three Weeks Exceptions: Some circulating reference works and all Big Books loan for one week.	A book may be renewed up to 3 times if no one else has requested it.
Magazines	Two Weeks with a 10 item limit per library card. Exceptions: Current issues of adult magazines do not circulate, but back issues do.	A magazine may be renewed up to 3 times if no one else has requested it.
Newspapers	Newspapers do not circulate	N/A

MATERIAL TYPE	LOAN PERIOD	RENEWALS
Audiocassettes	Two Weeks with a 10 item limit per library card.	An audiocassette may be renewed up to 3 times if no one else has requested it.
CDs	Two Weeks with a 10 item limit per library card.	A CD may be renewed up to 3 times if no one else has requested it.
Videos and DVDs	One Week with a 10 3-item limit per library card.	A video or DVD may be renewed one time if no one else has placed a request for it.
CD-ROMs	Two Weeks	A CD-ROM may be renewed up to 3 times if no one else has placed a request for it.
eBooks and eAudiobooks	7 days or 21 days with a 5 item limit per library card.	If a title is available to renew, the option will become available within 3 days of its expiration.
Material from other libraries	Determined by lending library	Determined by lending library. Some materials may be renewed if there are no outstanding requests.

Note: Library staff can use their best judgment in determining when to make exceptions to the standard loan periods and renewal policies for materials owned by Buckham Memorial Library. Staff may be able to offer “vacation loans,” for example, and set a longer-than-normal loan period. Exception: The Buckham Memorial Library can not make changes to loan periods and renewals for materials from other libraries.

FEES FINES

Buckham Memorial Library accepts cash, check and credit cards as payment for fees fines and for charges for lost and damaged items.

Books	20 cents per day/per book (\$10.00 maximum)
CDs	20 cents per day/per CD (\$10.00 maximum)
Magazines	20 cents per day/per magazine (\$4.00 maximum)
Audiocassettes	20 cents per day/per cassette (\$10.00 maximum)
CD-ROMs	20 cents per day/per CD-ROM (\$10.00 maximum)
Videos and DVDs	20 cents per day/per title (\$10.00 title maximum)
eBooks and eAudiobooks	No fines for electronic materials. These materials are automatically returned on the due date.
Damaged Materials	Determined by library staff. Each item assessed individually.
Lost Materials	Replacement cost of item
Materials from other libraries	Determined by lending library

Restrictions: If there is a **fee fine** of \$10.00 or over on a library card, the patron will be unable to check out materials until the fine is under the \$10.00 limit.

Responsibilities: Persons 18 years or older are responsible for ALL **finer and** fees on their accounts. Parents/legal guardians are responsible for **fee fines** incurred by their children under age 18.

FEES

Book Sale	Paperbacks, 25 cents. Hardcover, 50 cents.
Copy Machine	15 cents per page
Computer Copies	15 cents per page
Microfilm Copies	15 cents per page
Library Card Replacement	\$2.00 per card
Obituary Research	\$10.00 per obit when date is known; \$20.00 per obit if exact date not known
Meeting Rooms	See Meeting Room Policy
Flash Drives	\$10.00 per drive
Head Phones	\$1.00 per set
3D Print	10 cents per gram of material

CUSTOMER SERVICE AT BUCKHAM MEMORIAL LIBRARY

Circulation staff are the first point of contact for library patrons, and they set the tone for most patrons' experience at the Buckham Memorial Library. It is important that Library policies be flexible yet consistent to ensure that all patrons are treated fairly. The purpose of this Policy is to provide a framework for Library staff to use in managing borrower registration, circulation transactions, **finer**, and fees. Library staff are encouraged to make decisions based on what will serve the patron best and are empowered to make exceptions to the Policy when it is fair and reasonable to do so. The patron will always be informed when staff are making an exception to the Policy. This Policy is also meant to ensure that Library staff are able to follow up promptly when materials are damaged, lost, or not returned on time.

Draft November 2021