

Circulation Policy

Updated and approved December 2020

Mitchell Public Library makes a large investment of public funds so area residents have a wide variety of stimulating materials available to use. The library is free and open to any and all for in-house use. Circulation policies are intended to provide library users equal access to these materials and to protect library materials from damage.

Library Cards

A valid library card is required to check out library materials. All adults registering for a library card must provide address verification, a photo ID, and names and phone numbers of two people who would be able to provide the library your contact information in case you move. Library patrons are expected to present their library cards when checking out items. All Davison County residents may register for a library account free of charge.

People who live outside of Davison County may register for a library account and must pay an annual fee in order to check out library materials. This annual fee covers the entire family in one household. All those who live in the household, including children, must be listed on the account. Each family member is issued their own card upon request. The annual fee is set by the library's Board of Trustees.

Youth who live in Davison County or the Mitchell School District are eligible for a library card. Students younger than grade six need to have their parent or guardian sign the registration application. Those in grades 6-12 may apply for their own library card. These youth cards are valid until the person's 19th birthday.

Students attending Dakota Wesleyan University and Mitchell Technical College may register for a library card. These students must present their valid college student ID in order to receive a free library card. College students must provide the name and address of a parent or someone who would know the college student's permanent address.

Agency cards are issued to establishments such as daycares and nursing homes in Davison County. These cards may be used to check out only books. The checkout period for agency cards is one month.

Temporary cards may be issued to people who are not permanent residents of Davison County, but who are staying in Davison County for an extended period of time. Temporary cards are issued at the discretion of the Library Director, and are valid for a period of six months. Individuals applying for temporary library cards must register and pay a refundable fee. If all materials are returned in good condition, the total fee will be refunded to the patron.

Individuals whose library cards are lost, damaged, or stolen should notify the library immediately. A replacement card will be issued.

*Hold*s

The Mitchell Public Library permits patrons to reserve materials (i.e., placing a hold on an item) that are on loan to another patron. The request may be made by phone, in person, or online through the Library catalog by clicking the “Reserve” button when viewing the record of an item. Patrons will be notified when the reserved material is available. Items will be held for seven days. If not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

Overdue Materials

Courtesy reminders are sent to valid text numbers or email addresses before items are due, per the patron’s instructions. If items are not returned, overdue notices will be sent via regular mail one, two, and three weeks after the due date. If items are still not returned after four weeks overdue, a notice that includes the replacement cost of the item will be mailed to the patron. If the item is returned in good condition after this notice is sent, this replacement fee will be removed from the patron’s account. If items are not returned after this notice, additional overdue notices that include the replacement cost of the item will be mailed to the patron on a monthly basis until items are returned. If items are subsequently returned in good condition, the replacement cost charges will be waived. If items are not returned the patron is responsible for paying the replacement cost of the item. If an item is not returned, the library will not accept a replacement copy purchased by the patron. After a patron has been billed for the replacement cost of the item, if the patron reports the item “lost” he/she must make arrangements for payment of the replacement cost immediately in order to keep circulation privileges.

Damaged Materials

Mitchell Public Library recognizes that normal use causes wear and damage to library materials. In general, such normal wear and tear will incur no penalty or fee. Wear and damages occurring through misuse or negligence may incur the following penalties:

- If the damage is repairable, no charges will be assessed. Additional occurrences of such misuse or negligence may cause checkout privileges to be revoked at the discretion of the Library Director, or the Director’s designee.
- If the damage is beyond repair and necessitates replacement of the item, the patron will be charged the library’s replacement cost of the item. The library will not accept a replacement copy purchased by the patron. Patrons will be allowed to keep damaged materials after they have paid the replacement fees, and after the library staff has withdrawn the materials from the collection.

Lost Materials

If an item is reported lost before the four-week overdue notice is sent the patron will be charged the library’s replacement cost of the item. Library staff will search for the current replacement cost and inform the patron of that amount.

After a patron has been billed the replacement cost of the item, if the patron confirms that the item is indeed “lost” he/she must immediately make arrangements for payment of the

replacement cost in order to keep circulation privileges. The library will not accept a replacement copy purchased by the patron. Replacement fees are not refundable if patrons find lost materials two months or more after paying these fees.

Restrictions of Borrowing Privileges

A patron's privilege to check out library materials may be suspended at the Director's discretion based upon the patron's pattern of misuse.

Exceptions to this policy may be made at the discretion of the Library Director or the Director's designee.

Circulation Periods

Two-week checkout.

- Books—excluding reference books
- CDs
- Kits

These materials may be renewed a maximum of two (2) times if there are no current holds on the item.

One-week checkout.

- DVD, Blu Ray, and VHS movies
- Circulating magazines

Movies are limited to five (5) titles per cardholder. Only adults may check out movies. There are no renewals on movies.

One-month checkout.

- Framed pictures (renewals are allowed)

One-day checkout.

- Audio-visual equipment

Extended check-out periods may be granted by the Library Director or the Director's designee.

Materials that do not circulate but can be read/viewed in the Library.

- South Dakota Glass Case materials
- Archival items
- Newspapers (bound and unbound)
- Bound periodicals
- Reference items
- Genealogy items
- Microfilm