

Loan Policy

Mohall Public Library

Who is Eligible for a Library Card

Anyone may apply for a Mohall Public Library card by providing the following a) name b) current address c) current phone number d) email address.

Loans

A patron with an account in good standing (owing no fines) can check out up to 10 items at a time. Exception: First time patrons may only check out 3 items. Once those items have been returned the limit goes up to the regular 10 items.

MATERIAL TYPE	LOAN PERIOD
Books	4 weeks
DVDs	4 weeks
Audiobooks	4 weeks
Games	4 weeks
Interlibrary Loans	Variable*

** Set by lending library*

Hold Requests

A hold request may be placed on any Mohall Public Library materials that are currently checked out. You will be notified when your requested item is available. You will have 3 days from when you receive this notice to pick up your item before it will move on to the next person in the hold queue. Hold requests may be placed in person, or by calling us at 701-756-7242.

Interlibrary Loan Requests

If you are interested in obtaining materials not held in our collection, the Mohall Public Library provides Interlibrary Loan services for our cardholders. Requests for materials that are available within North Dakota will be processed for the cost of postage.

Requests for materials that must be obtained from out of state are subject to a fee for each request. In some cases a higher fee may apply.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request.

Renewals

A renewal may be granted for any Mohall Public Library materials that do not currently have hold requests for them. Materials may be renewed a maximum of 3 times. Interlibrary loan materials will be renewed at the discretion of the lending library. If you need to renew an item, please request the renewal before the item is due.

Overdue Fines

MATERIAL TYPE	Fee
Books	.10 per day
DVDs	.10 per day
Audiobooks	.10 per day
Games	.10 per day
Interlibrary Loans	Variable *

** Set by lending library*

After 4 weeks overdue the borrower will be charged for the replacement cost of the book.

Lost/Damaged Materials

Patrons will be billed for lost or damaged materials in the following manner:

- For materials that are in-print, charges will be based on the cost of replacement.
- For materials that are out-of-print, charges will be based on the average cost of a hardcover book, as listed in the most recent edition of *The Bowker Annual*.
- For a multi-volume set of books, charges will be based on the replacement of the lost volume, if it is replaceable. If a volume cannot be replaced individually, the charge will be based on the cost of the entire set.
- For a lost or damaged component of an audio-visual set, charges will be based on the replacement cost of the lost component, if it is replaceable. If a single piece cannot be replaced, charges will be based on the cost of the entire set.
- The amount paid for a lost item will be refunded if the item is returned within 30 days of the date payment was rendered.

Reviewed and Adopted by MPL Board ____ *(Date)* _____