



Virginia Public Library Policies

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Loan Periods

Material	Period	Renewals	Quantity
Book	21 days	2	50
Book-NEW	14 days	0	50
Magazine	21 days	2	50
Audio Book	21 days	2	6
CD (media)	7 days	2	6
Children's Room Media	21 days	2	6
DVD (fiction)	7 days	0	3
DVD (non-fiction)	7 days	0	3

Returns

Thank you for returning your items in a prompt and timely manner. VPL is fine free, not responsibility free.

- A. Items can be returned to the outdoor drop boxes by the due date..
- B. Please return Media items to the media drop box and books and periodicals to the book drop box. This prevents damage to our DVDs, CDs and audio books.
- C. If you plan to enter the library to browse or pick out other materials, please consider bringing your materials inside to return.
- D. Media items should be returned to the Media department and all other materials should be returned upstairs.
- E. We know accidents happen and are not always someone's fault. If your item is damaged, when possible, please bring it to a desk and talk to library staff about the item. The item may be fixable with repair, or might need to be replaced. If the item needs replacing, library staff will talk with you about the process to pay for the damaged item.

Renewals

We are always glad to renew items should you need them longer, but please remember:

- A. Items that have a request cannot be renewed and these items can be requested again so that you may finish it at a later date.

- B. If an item has been out so long that the status has been changed from “Overdue” to “Lost”, we can no longer renew the item. When you return the item, all replacement costs and processing fees will be removed from your account.
- C. We cannot override the number of renewals.
- D. Each library may have different renewal policies and it may not be possible to renew your item.

Please note if you are renewing an item after the return date, there may be fines. When you renew an item, any fines for late materials will be charged to your account.

Requesting items

Please remember that you can always request items not currently on our shelves.

A. You may make title requests for items the Virginia Public Library does not own. Staff will evaluate these requests for possible purchase. Thank you for helping improve our library.

B. Requests may be placed on items found at the Virginia Public Library, at another library in the Arrowhead Library System, or our statewide system (MnLINK).

C. Should an item not be found in the Arrowhead Library System or in our statewide system (MnLINK), a librarian will attempt to find it through other means. If the item cannot be ordered, you will be notified.

D. Patrons will be contacted through the Arrowhead Library System’s automated messaging system as their requests become available.

E. Items will be held for ten days after the patron has been notified.

F. Limits on the number of reserves a patron may make are set by individual libraries and library systems and are subject to change at any time.

Last Revised: February 2022



Fees and Fines

Thank you for returning your items in a prompt and timely manner. Virginia Public Library is fine free, not responsibility free.

Lost Materials (including items not returned to any library)

- A.** Borrowing privileges are suspended if a patron has \$10.00 or more in accumulated fines or fees on their Arrowhead Library System Card.
- B.** Patrons will be verbally reminded about any outstanding fines or fees on their account at time of visit or phone interaction.
- C.** Overdue notices are sent to patrons 10 days after items become overdue.
- D.** A patron who does not return overdue materials with a dollar amount of \$25.00 or more will have a bill from the Library submitted to Unique Management. A notification letter will be sent to the patron stipulating the Library's intent. The patron will then have 120 days to make arrangements for either payment for the replacement cost and processing fee of the items or return of the items and payment of fines to the library. The patron will be contacted in a variety of ways, including letters and phone calls, by Unique Management during this 120 day grace period. If the patron has not paid or made arrangements to return items after this 120 grace period has passed, the account will be a credit report by Unique Management. There will be a **\$13.00** submission fee from Unique Management added to the patron's bill when a patron is submitted to Unique Management.
- E.** If a patron returns items or pays fines that have been submitted to Unique Management, their account will be corrected to reflect the changes. However, no refunds will be given for items that are returned after they have been paid for. Upon full payment the patron's record will be cleared for normal use.
- H.** At the time a patron is reported to Unique Management, their library account becomes public data and will no longer be considered confidential.
- I.** There are no time limits for collection through Unique Management, the account will remain active until payment in full is made to the Library. The parent/guardian will be responsible for payment of items or fines in perpetuity for minor children.

J . Items returned through the mail will be considered received as of the date the Library receives them, not the date of the postmark.

Last Revised: July 2022

Equipment Rental

A. The patron must present his/her valid library card when checking out equipment. The Media Equipment Rental Agreement will be filled-out by staff and signed by the patron each time equipment is rented. The patron must not have any outstanding fines or fees.

1. Staff will verify the patron's address and phone number each time equipment is rented.
2. The patron must have a local telephone number where he/she may be reached.
3. If the patron does not have a phone, a business number, relative's or neighbor's number may be used.

B. The non refundable rental fee will be paid when the equipment is returned.

C. Patrons may reserve dates for equipment rentals.

D. Rental Schedule

Rental Schedule

Equipment	Fee	Overdue Charges	Load Period
Overhead Projector	\$20.00/day	\$5.00/day	1 day
DLP Projector	\$20.00/day	\$5.00/day	1 day
Screen	\$20.00/day	\$5.00/day	1 day

* There is no maximum fine for overdue equipment.

E. The following equipment may be used in-house only. There is no charge for use, but the patron may have to sign-up at the Media Desk to reserve a time slot for using the equipment.

1. Computer
2. Television

F. Effective May 12, 2003, Internet use requires all fines be paid, and a printing charge of \$0.15 per page will be levied for each printed page of material. Patrons using all other equipment will be expected to provide their own paper and other supplies (e.g. scissors, whiteout, tape, computer discs, etc.)

Lost and Damaged Materials

A. Patrons are held responsible for all items checked out on their library cards. Patrons will be required to pay for lost items and for items that are damaged beyond further use and must be withdrawn from the collection.

- 1.** The patron will be charged the bibliographic record price of the item.
- 2.** In the case of sets with multiple parts where the set must be replaced, the patron will be charged for the price of the set.
- 3.** Damaged items become property of the patron who paid for them.
- 4.** A patron may replace an item by purchasing it from a bookstore or elsewhere. The replacement material must be an exact duplicate of the item—i.e. if the book is a library bound edition, the replacement must library bound also; the replacement cannot be a trade edition or a paperback. The processing fee will still be charged to the patron.
- 5.** A processing fee of \$5.00 for all items except magazines will be charged for lost or damaged materials. The fee for lost or damaged magazines is \$2.00.
- 6.** No refunds will be given for items returned after payments are received.

X. Modifications

A. The Library Director is authorized to revise any purely procedural sections of this policy, as well as to act as the responsible authority in determining the applicability of any provisions of this document.

B. Changes in the fines and fees, as well as policy-level issues addressed herein are subject to the approval of the City Council.

XI. ADDENDA: Schedule of Fines and Fees

A. Lost or damaged items:

- 1.** Bibliographic record price will be charged.
- 2.** Items without a bibliographic record price will be charged a comparable cost to similar items in the collection or a default price.
- 3.** Default prices are:

Adult Hardcover Book—\$25.00
Adult Paperback Book—\$8.00
Children’s Hardcover Book—\$18.00
Children’s Paperback Book—\$6.00
Magazine—\$5.00
CD—\$15.00
Audio Books—Replacement Cost
DVD—\$30.00

4. Processing fee for each item:

Magazines—\$2.50
Other Materials—\$5.00

C. Photocopy fee is \$0.15 per black and white exposure, and \$1.00 per color exposure.

D. Auditorium

* \$50.00 charge to for-profit groups.

* No charge to not-for-profit groups.

Meeting Room Provisions
Recommended by Commission 04/21/1994
Approved by Council 05/10/1994

Recommended by Library Commission 12/21/1993
Approved by City Council 12/28/1993
Amended 04/21/1994-05/10/1994
Amended 10/2002
Amended 04/2003



Cards and Registration

A. An application for a library card is available at the library. Patrons 14 years of age or older may apply for a card on their own. Government, tribal, or school issued identification and proof of current address is required. Patrons below the age of 14 need to have a parent or guardian with them at the time of application. The parent or guardian must present a valid ID and, if they have a library account, it must be in good standing.

B. The person to whom the card is being issued must be present when applying for a card.

D. Cards are issued for three years. When the card expires, the patron's record must be updated to stay active

E. The patron is responsible for library materials checked out on their card and for charges incurred for late, lost, or damaged materials. If a card is lost or stolen, the patron must notify the Library immediately. The patron will be held responsible for any materials checked out on a lost or stolen card until the library is notified.

F. Part-time residents within the Arrowhead Library System will be issued a card upon proof of identification and address. Permanent addresses must also be furnished.

G. The Library may revoke a patron's library card if the patron misuses the card or if incorrect registration information was supplied at the time of application or renewal.

H. During each renewal period, one library card will be given to a patron if they have lost or damaged their card. Any further replacement cards within that period will cost \$1.00.

I. Patrons are responsible for informing staff of any updates to their library account within thirty days of changed information.

Last Revised: February 2022



Public Use of the Internet

To fulfill our mission of providing public access to information, the Virginia Public Library provides access to Internet resources. In doing so, the Library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its website.

In choosing sources to link to our pages, the Library follows its materials selection guidelines. The Library only maintains responsibility for the content contained within the Virginia Public Library website and is not responsible for content or changes in content of the sources for which the library provides links or content from secondary sources.

Choosing and Evaluating Resources

The Internet offers access to many valuable local, national and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. As a good information consumer, library patrons must evaluate the validity and appropriateness of information found. The Internet is a tool linking to a diverse array of information. Library patrons use the internet at their own risk and must decide for themselves how to navigate through and use the internet and its content.

Access by Minors and Vulnerable Adults

Parents or legal guardians must assume responsibility for deciding what library resources are appropriate. Parents and legal guardians should guide the user on how to navigate through and use the internet and its content in an appropriate manner.

Rules Governing Use

Computer availability is on a first come first served basis. However, reservations can be made for same day use only.

During operating hours, computer time slots will be a minimum of 30 minutes. Library staff do not record the start time of a patron in exact minutes. Time blocks run from 10:00 to 10:30, 10:30 to 11:00, etc.

An ADA compliant computer station is available for use. This station is not part of our regular computer stations and priority is given to those in need of assistance. Patrons who would like to have access to this computer may call ahead for a reservation.

The Library reserves the right to limit the amount of time an individual user can devote to a single session.

Use of computers may involve sound applications (ie, YouTube). This is allowed with the use of personal headphones. Due to the comfort of other patrons, sound is not allowed without headphones. Small earbuds are available for purchase at the Media Circulation desk.

Users may not:

- Use the network to make unauthorized entry into other computational, information or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violation may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Virginia Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Revised: February 2022



Children in the Library

We are so glad that your child is visiting the library. We strive to make the library a place that is fun and educational where your child can explore and grow. We also want your child to be safe when visiting the library. For their safety, we ask you to please follow these guidelines:

- 1. Talk with your child about your expectations for their behavior at the library.** Talking to your child about your library visit before you go can help your child adapt to, and be more comfortable with, interactions and behaviors at the library. Please remind your child that at the library there will be people reading, taking tests, and doing research. There may be people who cannot move out of the way and who could be injured if jostled. Quieter voices and slower feet are always appreciated at the library.
- 2. Accompany your young child when they visit the library and stay with them throughout your visit.** Your child's love of reading will be best nurtured when you explore the library together. They love your help when selecting materials and enjoy accompanying you into the adult sections of the library as you select your own materials to take home. While we do our best to ensure the physical environment of the library is safe and child friendly, having your child in sight at all times ensures their safety and enjoyment when visiting the library.
- 3. Your child should be at least 8 years of age before allowing them to be in areas of the library unattended.** We are happy that your child feels at home at the library, but please remember that young children can become restless, scared, or even choose to leave the building when left unattended. While we do our best to look out for all the children who visit us, because library staff are working and completing other tasks, we cannot be responsible for the safety of your child. We know that no one takes care of your child better than you, so we ask that children under age 8 not be left unsupervised in any part of the library, and that they have you or a guardian or caregiver age 12 or older accompanying them.
- 4. Ensure your child knows how to contact you and be available to pick them up at any time.** There are many reasons your child may need to leave the library earlier than the time you anticipated. Please make sure they know (or have with them) your phone number so they can contact you.
- 5. Pick up your child at least 5 minutes before the library closes.** We are glad that your child loves the library so much that they want to stay until the very end, but we need to ensure your child has a safe way to return home. We do not want your child left unattended outside. If your child is not picked up before closing, we may need to contact the authorities to ensure their safety.

We look forward to seeing you and your child at the library often. We are excited to build a relationship with them that fosters a love of reading and life-long learning.

Revised: February 2022

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Virginia Public Library
Request for Reconsideration of Library Material

Title of Material to be Reconsidered:

Author of Material to be Reconsidered:

Did you read or view the entire work? Yes: _____ No: _____ Amount: _____

What is objectionable about the material, and how do you expect it to affect the users of the Library? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

What are your specific recommendations to the Library regarding this work?

Would you recommend this material for a specific age group?

The Virginia Public Library values the opinions of all the members of the community.

Please be advised that this completed form will appear in the Virginia Public Library's Library Commission monthly meeting.

Name: _____ Library Card Number: _____

Address: _____

Phone: _____

Email: _____

Representing: Self: _____ Organization (name): _____

Signature: _____ Date: _____

Virginia Public Library
215 5th Ave S
Virginia, MN 55792

STAFF USE ONLY

Received by: _____ Date: _____

Guidelines for Donating Items to Virginia Public Library

Virginia Public Library accepts limited donations of items throughout the year. We accept paperback fiction with copyright dates up to one year old, nonfiction and hardcover fiction with copyright dates less than 2 years old. The books must be in very good condition. We do not accept encyclopedia sets, condensed books, magazines, or textbooks. AV items should be current and in very good condition. The Library does not have the physical space to store large amounts of items during the year so please limit the amount of items you donate during the year.

The Friends of the Virginia Public Library hold Spring and Fall used book sales each year. If you wish to donate items, please call the Library for information on when you may bring items for the book sales. Again, items should be in very good condition and should not include condensed books, magazines, or textbooks. The above guidelines on copyright dates do not apply to the book sale.

If you have any questions about donating items that have not been addressed above, please speak to a staff member at one of our service desks. We will try to answer any questions you may have. Thank you for considering donating items to the Virginia Public Library.

Confidentiality of Patron Records

A. Patron records are considered private data as stated in Minnesota Statutes 13.40, Subd, 2. Information on patron records, other than the patron's name, will not be divulged without a court order. Requests for access to patron records will be referred to the Library Director. According to Minnesota Statutes 13.02, Subd. 8, a parent or guardian of a minor or a person adjudged mentally incompetent might be granted access to the library record of that person.

1. Upon request of the minor, access may be denied to the parent or guardian as per the Statute.
2. The request by the minor to deny access will be referred to the Library Director for resolution.

B. Information about the library record of institutional cardholders will be released only to authorized employees of the institution. The institution will deem who is an authorized employee.

C. When contacting patrons by phone or mail a message will be given without divulging to anyone other than the patron data which is considered to be private.

D. Any questions or problems regarding confidentiality of patron records will be referred to the Library Director for resolution.

E. To see the data practices procedures for the City of Virginia, visit the [Data Practices Procedures](#) page on their website.

Public Use of Meeting Room

A. A room is available to outside groups and individuals under these guidelines only if there is no conflict with a Library or City activity or meeting. The meeting room may be booked no more than one month in advance. There is a \$50.00 activity fee for social, fundraising, or commercial activities, and for activities where a fee is charged for admission. Fees must be paid in advance of room use. Checks are payable to the Virginia Public Library. There is no fee for not-for-profit activities.

B. The meeting room will be available for use during the hours the Library is open. Meetings must be over fifteen minutes before the Library's scheduled closing time. The room is not available on the days the library is closed. The Library reserves the right to book the room for no more than one day at a time.

C. Refreshments may be served provided the room is left in the condition in which it was found and users bring their own supplies. Smoking, alcoholic beverages and controlled substances are not allowed on the premises. Groups will be charged for any damages, and such damages will be considered in granting future room bookings.

D. When booking the Auditorium, groups must state the nature of their group and provide a contact person and phone number where they may be reached.

E. Tables and chairs are in the room, but the group is responsible for set up and leaving the room in good order.

F. The City of Virginia is not responsible for accidents, injury, loss of property while using the meeting room. The City reserves the right to change the regulations for use of the room without prior notice to any group or meeting.