

North Dakota State Library

604 East Boulevard Ave.
Bismarck, ND 58505-0800

Administration	701-328-2492
Information Services	701-328-4622
Toll-Free	800-472-2104
Disability Services	701-328-2185
Toll-Free	800-843-9948
TDD	701-328-4923
Toll-Free	800-892-8622
Fax	701-328-2040
Website	www.library.nd.gov

Open Monday - Friday
8:00 a.m. - 5:00 p.m.

Doris Ott
State Librarian

North Dakota State Library, a division of the
ND Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent

January 2010

Loan Policies



North Dakota
STATE LIBRARY

OVERDUE POLICY

- * No daily overdue fines are charged.
- * Borrowing privileges are suspended when a patron accumulates \$25 in charges or when a library accumulates \$200 in charges.

LOST/DAMAGED POLICY

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

- * For materials that are in print, charges will be based on the cost of replacement.
- * For an out-of-print book, 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, the patron will be charged for one volume if the volume is replaceable. If a single volume is not replaceable, the patron will be charged for the entire set.
- * For a lost or damaged piece of an audio-visual set, the patron will be charged for one piece if a single piece is replaceable. If a single piece is not replaceable, the patron will be charged for the entire set.
- * For a lost or damaged library card, or for material returned without a barcode, the patron will be charged \$5 for replacement.

The amount paid for a lost item will be refunded if the item is returned (with the State Library receipt) within three months of the date of the receipt.

LOAN POLICY

Limit: 20 items per patron.

TYPE OF ITEM	LOAN PERIOD
Large Print	8 Weeks
Books	4 Weeks
Video Cassettes	4 Weeks
Audio Cassettes	4 Weeks
Kits	4 Weeks
CDs	4 Weeks

HOLD POLICY

A hold may be placed on any of the North Dakota State Library materials that are available for loan. If you need assistance, please contact the Reference Department at 701-328-4622 or 800-472-2104.

RENEWAL POLICY

A renewal may be granted on materials that are not on hold for another patron.

COLLECTION POLICY

If a patron does not return or pay for material borrowed, the account may be turned over to a collection agency and a non-refundable fee of \$20 plus 30 percent of the value of the material will be charged.