

Arnolds Park Library Circulation Policy

The Arnolds Park Library is open year-round from 9:00am to 6:00pm on Mondays and Tuesdays; 9:00am to 5:00pm on Wednesdays, Thursdays, and Fridays; and from 10:00am to 12 noon on Saturdays. The library is closed on the following holidays (New Year's Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving, Christmas Day, and per city hall, the day following Thanksgiving). When a holiday listed above is on a Monday or Friday the library will be closed on the Saturday before or after the holiday.

The library will be closed if inclement weather makes it advisable; an announcement will be made on the radio station KUOO, announced at our local elementary and middle schools, and posted on our website.

Library cards are issued at no cost. Persons applying for a library card must have a photo identification and proof current address. New library patrons will be limited to five items for the first 30 days.

The library is an open access library. Our patrons are able to use library services from other open access libraries throughout the state and patrons from other open access libraries may use our library services.

All materials are checked out for two weeks. A patron may have up to 8 DVDs checked out on their account. There is no limit on the amount of reading materials that may be checked out, as long as the materials are returned within the two week time period. Patrons who are chronically late may be limited to smaller checkout quantities at the discretion of the library director and library board.

No fines are collected for overdue materials. The staff can notify a patron of overdue materials by phone, email, or text message. It is the patron's responsibility to notify the library of any changes to their account information (change of address, phone number, etc). Patrons will be notified of overdue materials by their preferred method after their library materials are one week overdue. After two weeks, a phone call will be made and a reminder postcard will be mailed out. In the event that items are not returned and are 30 days overdue the patron will be sent a certified letter stating the materials that are overdue and a monetary replacement cost for each overdue item. If the materials are not returned within 10 days, an invoice will be sent to the patron. Patrons with outstanding bills will not be allowed to use library services until the materials are returned or the bill is paid in full.

Reviewed 4/2008, Reviewed 4/2010, Revised 10/2014, Reviewed 2/2015, Revised 10/18, Revised 2/19