

Del Norte County Library District Circulation Policy

August 2025

A. Registration

All borrowers must have a valid Del Norte County Library District card to borrow materials.

A picture ID and proof of current address are required to obtain a library card. The initial library card is free. There is a \$3.00 fee to replace library cards.

Individuals residing outside of Del Norte County who would like a Del Norte County Library District card must pay a \$60.00 non-refundable fee.

Easy Access Cards are for patrons without a local permanent address. Picture ID is required, there is no fee, and the check out limit is 1 (one) item.

Applicants under the age of 16 must have a parent or guardian give their consent on the initial application, and require an adult guarantor.

Applicants aged 16-18 may check out 5 items. After 6 months of responsible use (returning items in good condition in a timely fashion), the checkout limit will increase to 10 items.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

All library cards must be renewed annually. Patrons must also clear all outstanding fines and bills annually before renewal.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. The initial checkout limit is 2 items, then increases to limits stated in Circulation Policy.

B. Loan Periods and check out limits for City and County Residents

Item Type	# of Items	Check Out Period	Renewal	Renewal Period	Overdue Fines
Books	20	3 Weeks	Yes, if not on hold	3 Weeks	No
Audio Books	5	3 Weeks	Yes, if not on hold	3 Weeks	No
Movies	5	1 Week	Yes, if not on hold	1 Week	.50 Cents per day, per item

Music	5	3 Weeks	Yes, if not on hold	3 Weeks	No
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Hold Items will be held for 1 week after the patron is notified that the requested item is available.

C. Fines and Charges

Overdue fines apply only to movies, at the rate of .50 cents per item, per day. Books do not accrue overdue fines, but the patron's account will be blocked until overdue items are returned.

If materials are lost, or so soiled/damaged as to be judged by the library as unsuitable for the collection, the patron must pay the retail replacement cost (not the original cost) plus a \$6.00 processing fee for each item. In the case of children under the age of 16, it is the parent or guarantor's responsibility to pay.

If you have been charged with a fine/fines and are unable to pay, you may apply to the Fine Forgiveness Program. Your application will undergo a review process, resulting in an approval, denial, or partial approval of fine forgiveness. This is a 2-4 week process.

Accounts with overdue items will not be renewed. Accounts with unpaid fines, lost, or never returned items will be suspended/frozen until fully reconciled. No items will be checked out, and no new cards issued.

You will receive a call or email from DNCL about overdue items, and will be notified of fines due.