

Dell Rapids Carnegie Public Library Borrowing Policy

Library Materials:

- There is a limit of 100 total items per library card holder at a time.
Material types that have a limit per check-out:
 - Board Games and Adventure Kits: 1
 - Movies: 10
 - TV Series: 3
 - Playaways and Audiobooks: 3
 - Magazines: 10
- Books, audiobooks, Playaways, movies, tv series, and magazines may be borrowed for 2 weeks and will be automatically renewed twice, for a possible 6-week maximum check-out.
- Adventure Kits and board games may be borrowed for 1 week and are not renewable.
- Items will not be available for renewal if a hold is placed on the item(s).
- All items borrowed from “Titles to Go” or Libby and Interlibrary Loan are subject to the loan period and renewals established by the “Titles to Go” consortium or the lending library.
- Library patrons may borrow items on their account only.

Late Materials:

- A fine will be assessed on any item(s) not returned by the due date of the item. The fine will be assessed at the following rate:
 - A 2-day grace period after the due date
 - A fine of \$.25 per day per item will be assessed on all items.
 - **Two weeks past due:** A letter is sent to the patron stating if the past due item(s) are not returned in 2 weeks’ time, the item(s) will be declared lost. The patron will then be responsible for paying the replacement cost of the item(s). The letter will include the replacement cost of the item(s). If the item(s) are returned, the replacement cost will be waived, and the regular fine amount will be assessed.
 - There will be no charge on days the library is closed.

Damaged Materials:

- When an item(s) becomes lost or damaged the patron may:
 - Purchase an identical copy in new condition OR pay for the full cost of the item(s)
 - Books, audiobooks, Playaways, magazines, and video items lost or damaged beyond repair:
 - Full cost of the item
 - Adventure Kits:
 - Entire kit is lost or damaged beyond repair: full cost of the kit
 - Specific item within the kit is lost or damaged beyond repair: full cost of the specific item
 - Board Games:
 - Board game is lost or damaged beyond repair: full cost of the board game
 - Board game is missing pieces that impact the integrity of the game: full cost of the board game

Payment of Fines and Fees

- Library fines and rural membership fees can be paid via cash or check.
- The City of Dell Rapids charges a service fee of \$40.00 for any dishonored checks.
- Borrowing privileges will be denied to patrons with charges totaling \$10.00 or more.

Approved by the Dell Rapids Carnegie Public Library Board of Trustees on July 22, 2026.

Will take effect January 1, 2027.