

**CIRCULATION POLICY**  
*Prairie-River Library District*

**Preface**

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

**Introduction**

The Prairie-River Library District applies the same privileges, responsibilities, and fees to all Valnet cardholders, no matter which Valnet library originally issued their library card. However, the Prairie-River Library District maintains circulation rules that may differ from other Valnet libraries. To this end, the district maintains a Circulation Policy and applicable procedures to ensure that all patrons have clear expectations regarding the use of their library card.

A library card is required to check out materials and remotely use online materials and databases. Patron accounts must be in good standing to access these services. A customer in good standing is defined as one with outstanding fees or overdue materials not exceeding \$5.00. Patrons are responsible for all items checked out on a card.

**Eligibility Requirements**

To sign up for a library card, a patron must provide a photo ID and proof of current address. If the card is lost, stolen or destroyed, a replacement may be purchased for \$1.00.

Prairie-River Library District cards are free to full-time residents living within the taxing district (comprising parts of Idaho, Lewis & Nez Perce counties). Full-time residents living outside the taxing district may purchase a card for \$25.00 per year.

Children under 18 are required to provide an application signed by a parent or guardian. Our staff do not restrict what children check out without specific instructions from parents. Parents who wish to restrict what their children check out should accompany or send someone with their child for that purpose.

Patrons who are not full-time residents may obtain a temporary card. Temporary cards cost \$25.00 and expire at a date arranged with your library staff. A \$15.00 refund will be issued at the expiry date if all library materials have been returned and any fees paid.

**Borrowing Materials**

The following borrowing periods are applied to each material type. Items may be returned at any Prairie-River Library District or Valnet library.

Books: 4 weeks/28 days  
Audios: 4 weeks/28 days  
Videos: 1 week/7 days

### **Fines and Fees**

The Prairie-River Library District does not charge fines for late returns. However, patrons may accrue fines when checking out materials from other Valnet libraries.

Lost items will incur a replacement fee. If a lost item is returned undamaged before a replacement copy is purchased, the replacement fee will be removed.

Damaged items will be assessed by library staff. Comprehensive damage of an item will incur a replacement fee. Fees for partial damage are at the discretion of library staff and are based on the extent and/or nature of the damage, as well as the cost to repair the item compared to a full replacement.

Fees for lost or damaged items may be paid at any Prairie-River Library District or Valnet library. Replacement items may not be purchased for the library in lieu of a replacement fee.

### **Confidentiality**

Refer to the Prairie River Library District's Confidentiality Policy for more guidelines.

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