
Lending Policy, Fines & Fees

Reference: Adopted by the Library Board (Original date unknown)
Revised and adopted by the Library Board, May 6, 2009; May 22, 2012; February 26, 2013; May 27, 2014; March 27, 2018; March 28, 2023; August 29, 2023; April 3, 2024

Library Cards:

All library patrons must have a library card in order to check out materials. Cards are free, and may be issued to anyone who is a permanent resident of the city, as well as to those who live in nearby communities or in rural areas of the Arrowhead Library System (ALS) and who do not have an ALS borrower's card. Temporary cards may be issued to students who are attending college in Cloquet, as well as those who have summer residences nearby. Cards may be obtained in person at the library, upon presentation of a valid ID, and must be renewed every three years.

Loan Periods:

New books (maximum of 5 at a time) (Books are new for 3 months after acquisition by library)	2 weeks
All other books	4 weeks
New DVDs (maximum of 5 at a time)	1 week
All other DVDs (maximum of 10 at a time)	1 week
Audiobooks, compact discs, music records	4 weeks
Civil service exam books, magazines	2 weeks
Instructional videos	2 weeks
Verizon Wi-Fi Hotspots	1 week
Toys	3 weeks

All items may be renewed once, unless on reserve for other patrons or if there is a waiting list.

Reserves

Reserves may be placed on all items except reference books.
Reserved items must be picked up within one (1) week.

Fines

- Patrons will be stopped at checkout when they have 5 or more items overdue or their fines total \$10.00 or more.
- Patrons will be notified two days after materials are due.
- A bill will be sent to patrons one month after materials are due, and a \$2.00 service charge will be assessed.
- A fee, equal to that charged by the City of Cloquet, will be charged for returned checks.
- Accumulated fines of \$25 or more will be sent to Minnesota Revenue Recapture for collection.

Damage or Loss

The Library will replace lost or damaged items, and patrons are expected to pay the Library's replacement cost, along with a processing fee of \$2.00. Replacements by patrons are not acceptable.

Printing charges

Print charges are: \$.20 per page for black and white
 (\$.40 per page double-sided)
 \$.40 per page for color
 (\$.80 per page double-sided)

Faxing

The library will fax for patrons and will provide a free cover sheet.
Cost for faxing is \$1.00 per page, excluding the cover sheet.
Cost for receiving faxes is \$.50 per page.