



## Policy on Circulation Limits, Loan Periods, Late Fines and Related Charges

Revision approved: Sept. 15, 2022

### I. Circulation Limits

- A. Resident and Non-Resident Cardholders may check out up to 50 items per card, including but not exceeding one (1) special item (iPad, children's tablet, Metro Arts Pass, Parks Pass, Mobile Hotspot) if eligible per the [Equipment Check-out Policy](#)
- B. Temporary Cardholders may check out up to 10 items per card. Temporary cardholders are unable to check out special items.
- C. Institutional Cardholders may check out up to 75 items per card, including but not exceeding one (1) special item (iPad, children's tablet, Metro Arts Pass, State Park Pass, Mobile Hotspot) if eligible per the [Equipment Check-out Policy](#)

### II. Loan Periods

Most materials may be checked out for up to three (3) weeks with the exception of the following:

- DVDs, magazines, and special items as outlined above have a 1-week loan period.
- Book Club Kits have an 8-week loan period.
- The loan period for digital electronic materials varies as they are automatically returned.
- The loan period for interlibrary loans varies based on the lending library.

### III. Late Fines

The West Fargo Public Library does not charge late fines with the exception of iPads and children's tablets. The late fine for iPads and children's tablets is \$5 per day.

### IV. Related Charges

#### A. Library Card Fees:

Resident, Temporary or Institutional Card	No charge
Non-Resident Library Card	\$25 per year
Replacement of damaged card	No charge
Replacement of lost/stolen card	\$1

#### B. Replacement Charges:

Replacement charges for lost or damaged items will vary with the cost of the item.

#### C. Copier/Printer Charges:

Copier/Printer fee (black and white)	\$0.10 per page
Copier/Printer fee (color)	\$0.50 per page

#### D. Fax Charges

Outgoing or incoming faxes	\$1 per page
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