



## North Dakota State Library Circulation Policy

The goal of the North Dakota State Library (NDSL) is to have citizens use the collection as much as they need and want. The State Library collection includes materials located in our main collection in the Liberty Memorial Building on the state capitol grounds in Bismarck. The State Library also has ten library lending machines located across the state. Visit the NDSL [website](#) for the location of the library lending machines.

All items circulate for eight weeks. There are no limits on the number of items that can be checked out from the NDSL collection except as noted. Renewals may be requested by contacting the State Library. NDSL will mail items directly to a patron's home or office, free of charge. The patron is responsible for the cost of return postage. State employees may send items through interoffice mail. NDSL does not charge late fees on overdue materials.

### **I. Library cards**

All North Dakota residents or property owners are eligible to receive a North Dakota State Library (NDSL) card at no charge. Applicants must provide proof of residency/property ownership.

General NDSL cards have a three-year expiration. Students attending a North Dakota academic institution or the North Dakota Center for Distance Education are eligible for a card with a one-year expiration. Incarcerated individuals must use their penal institution's library services.

Applicants under the age of eighteen must include a parent or legal guardian signature on their application. The parent or legal guardian will be responsible for all fees incurred on the child's account.

Patrons are asked to notify NDSL immediately if their contact information changes.

### **II. Circulating materials**

Accounts in good standing can check out and place holds on materials. Borrowing privileges may be adjusted or revoked for repeated late returns, damaged, or lost materials, including interlibrary loan items. If a patron has more than \$25 in charges on their account, all library privileges will be suspended.

#### Limits:

Kits: Limit of three kits per account; no renewals

Library lending machine items: Limit of five items at a time; no renewals or holds

Talking Books: Limit of five audiobook cartridges and five magazine cartridges  
Some library materials may have borrowing restrictions due to policy, age, condition, or special circumstances

#### Lost Items

The replacement cost of an item is automatically billed to the borrower when it is six months overdue. This cost will be removed from the borrower's account when the item is returned. If a long overdue item is replaced by NDSL before the patron returns it, the patron will be responsible for the replacement cost. NDSL will refund the amount paid for lost items found and returned within 90 days, provided NDSL has not yet replaced the item. Missing items from multi-part sets or kits will be assessed on a case-by-case basis.

#### Damaged Items

Materials returned with damage judged to be above normal wear and tear will be assessed damage fees. Materials that can no longer be circulated will be removed from the collection and assessed the full replacement cost. Damaged items from multi-part sets or kits will be assessed on a case-by-case basis.

#### Electronic Content

Digital resources are provided by vendors with whom NDSL contracts. Circulation may be limited by consortia or vendor agreements. To facilitate digital resource use, the library may share user data, including but not limited to name, email, and library barcode number, with vendors. Patrons agree to be bound by the vendor's terms of use and privacy policy.

#### Talking Books

The Talking Books program is provided through a partnership between NDSL and the National Library Service for the Blind and Print Disabled (NLS), a division of the Library of Congress. NDSL provides materials and playback equipment to users in accordance with the Library of Congress' NLS guidelines. Patrons must meet eligibility guidelines for the program. Patrons who receive a digital audio player to read recorded audio materials on cartridge may retain the device while they are actively using the service.

Patrons remain active in the program if they borrow at least one book or maintain a subscription to a network or NLS-produced magazine within a twelve-month period. A patron may discontinue Talking Books service at any time by contacting the State Library. Patrons who suspend service will be required to return all assigned equipment immediately.

The Utah State Library provides all Braille materials and equipment for e-Braille materials for North Dakota residents through a contract with NDSL. Patrons who need additional time should contact the Utah State Library directly. All loaned E-Braille equipment must be returned to the Utah State Library upon discontinuation of Braille services.

All loaned equipment, cartridges, and accessories (excluding USB breath switches and headphones) are the property of the United States Government and must be returned to NDSL upon discontinuation of Talking Books services. Patrons should return equipment in the original box.

### **III. Interlibrary loan**

The lending library sets due dates and determines renewals for all materials borrowed through interlibrary loan; loan periods for ILLs may be shorter. Patrons and borrowing libraries are responsible to ensure all ILL materials are returned to NDSL by the due date. To request a renewal for an ILL, please contact NDSL one week in advance of the due date. When the lending library charges a fee, NDSL will waive fees \$25 and under. Patrons must pay the full fee if it is greater than \$25. Patrons must authorize fees over \$25 before NDSL completes the request. North Dakota state government employees will not be charged a fee for ILL.

If NDSL receives a billing notice from the lending library for an overdue ILL, the patron will be responsible for the replacement cost as billed. Once paid, NDSL will not accept returns and will not refund fees paid. The replacement cost for lost or damaged ILLs is determined by the lending library. Patrons are responsible for all fees the lending library charges.

Adopted: 1991

Amended: 06/1994, 07/1995, 04/1997, 06/1999, 06/2001, 08/2001, 02/2005, 01/2006, 03/2009, 01/2010, 11/2011, 05/2012, 03/2013, 12/2013, 09/2016, 07/2018, 04/2020, 05/2021, 03/2023, 06/2025