

Tripp County Library Grossenburg Memorial Circulation Policy

Tripp County Library makes a large investment of public funds, so area residents have a wide variety of materials available to use. The library is free and open to all for in-house use. Circulation policies are intended to provide library users equal access to these materials and to protect library materials from damage.

Registration

Your library card is FREE when you live in Tripp County. Outside of Tripp County, a one-year family card is \$30. To obtain a card, come into the library, provide proof of residency, and complete a short application. A parent or legal guardian must authorize the application for a minor.

Loan Periods

Below are loan periods for physical items that may be checked out from Tripp County Library.

Material	Loan Period	Renewals	Restrictions	Borrowing Limits
Books	3 weeks	yes, unless on hold		
Movies	1 week	yes, unless on hold		5 items
Audiobooks	3 weeks	yes, unless on hold		
Interlibrary loan	varies	varies		varies
Libby		yes, unless on hold		
State Parks Passes	3 days	no		
Board Games			non-circulating	
Magazines			non-circulating	
Newspapers			non-circulating	
SD Historical Collection			non-circulating	
Reference			non-circulating	

Holds

Tripp County Library patrons may reserve materials (i.e., place a hold on an item). The request may be made by phone or in person. Patrons will be notified when the reserved material is available. Items will be held for one week after patron has been notified. If not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

Renewals

Renewals are allowed as listed in the above chart. Renewal periods are the same length as the original checkout period. Renewals may be requested in person or by phone. If a hold has been placed on an item from another patron, a renewal will not be granted.

Overdue Materials

When items are 30 days past due, the library will notify patron by phone or by mail.

Lost Materials

Items will be considered lost after being overdue for more than 90 days, or when the library is notified by a patron that an item is lost. Patrons are responsible for the replacement cost of any lost items. If a replacement has been purchased for an overdue or lost item, the library user is responsible for the replacement cost even if the item is later returned.

Damaged Materials

Tripp County Library recognizes that normal use causes wear and damage to library materials. In general, such normal wear and tear will incur no penalty or fee. Wear and damages occurring through misuse or negligence may incur the following penalties:

- If the damage is repairable, no charges will be assessed.
- If the damage is beyond repair and necessitates replacement of the item, the patron will be charged the library's replacement cost of the item.

Restrictions of Borrowing Privileges

A library account will be put on hold from checking out additional materials if there are any lost items pending or if there are any outstanding fees of \$20.00 or more on the account.

Exceptions to this policy may be made at the discretion of the Library Director or the Director's designee.

Approved by the Tripp County Board of Trustees on August 18, 2026.