

## Circulation Policy

The mission of the library is to inspire and support lifelong learning and the love of reading. In support of this mission, the library seeks to have as few restrictions on the flow of information as possible, while also protecting the community's library resources. The library does this by maintaining a database of registered borrowers and by giving patrons in good standing access to the library's collections.

## Registration and Borrowing Privileges

1. The Kimberly-Little Chute Public Library is committed to the philosophy of a statewide borrowers' card. All residents of the state of Wisconsin are eligible for a library card.
2. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials. Only patrons registered at an OWLSnet library are eligible to borrow materials.
3. Library staff will require those applying for library cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing a card. All library cards are valid for 2 years from the date of issue and can be renewed at no charge.
4. Patrons applying for library cards will sign a responsibility statement which reads as follows: "I accept responsibility for library materials borrowed with the library card issued to me until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date and to reimburse the library for materials that are lost, damaged or stolen." A patron signature, whether signed on a paper application or digital signature pad, implies consent with the responsibility statement.
5. The library will require that a parent or legal guardian sign the application form for their minor child in the presence of library personnel.
  - a. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
  - b. Each family shall have the right and responsibility of setting standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
  - c. The library will not assert the rights of a minor child over the rights of that child's parents. The library will comply with a parent or guardian's written request restricting their minor child's access to specific collections at checkout.
  - d. Under Wisconsin Statute 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24(4). Examples of such proof include possession of the child's library card number, a valid library card or other

government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.

Requestors who are denied access may appeal the decision to the Library Director or the Library Board.

6. A library card or photo ID will be required to check out materials at the Kimberly-Little Chute Public Library. Library staff will be able to check out materials to a borrower for other family members *only* if the borrower is in possession of the other family members' library cards.
7. Library staff may deny borrowing privileges to cardholders:
  - a. not presenting their card or other identification
  - b. with an account that is not in good standing due to fines which surpasses the designated fines threshold of \$5.00 or bills for unreturned material
8. Adult patrons with fines or bills that restrict their borrowing privileges may not use the card of a minor child to check out adult materials or to gain access to public Internet computers.

## Lost or Stolen Cards

1. A person who loses his/her library card or has it stolen must notify the library of the loss as soon as possible. He/she is responsible for any materials checked out prior to notifying the library.
2. One free replacement card will be provided per patron and noted in the patron record. Subsequent replacement cards will be provided for a \$3.00 fee.

## Loan Periods & Limits

1. The Library Board shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for various collections appropriate for the proper use of materials. Loan periods and limits are set in conformity with OWLSnet policies and procedures.
2. Current loan periods are as follows:
  - a. Most library materials (books, CD-ROMs, and all other library materials not mentioned elsewhere) – 28 days, 2 renewals
  - b. Music & magazines – 14 days, 2 renewals
  - c. Videos & videogames – 7 days, 2 renewals
  - d. Interlibrary loan materials – 21 days (or time period set by lender), no renewals
  - e. Equipment – 7 days, no renewals
  - f. Any items that have holds placed on them are not renewable.
3. Current checkout & hold limits are as follows:

- a. Total checkout limit – 75
  - b. Videos – 25
  - c. CDs – 25
  - d. Hold limit – 15
4. Overdue notices are not sent to borrowers. Borrowers should rely upon receipts provided at checkout for material due dates and can use tools such as their online InfoSoup account or Shoutbomb's text messaging service to manage checkout dates and renewals. Courtesy notices will be emailed to those people providing an email address at registration; however, these notices can inadvertently end up in spam or junk mail folders or bounce back if email quotas are full and should not be relied upon as a guarantee of notification.

## Fines and Charges

1. The library may charge a fee or recover costs for the following situations:
  - a. Lost library card replacement
  - b. Items returned overdue
  - c. Damaged items
  - d. Replacement of items damaged or not returned
  - e. Photocopies/document delivery
2. Current fines are as follows:
  - a. Most library materials (books, CD-ROMs, and all other library materials not mentioned elsewhere) - \$.10 per day, maximum of \$5.00 per item
  - b. Interlibrary loan materials - \$1.00 per day, maximum of \$25.00 per item
  - c. Equipment - \$1.00 per day, maximum of \$10.00 per item
3. No card holder with billed materials or over \$5.00 in fines will be allowed to check out additional materials.

## Lost or Damaged Materials

1. Patrons are expected to return materials to the library in the same condition as they borrowed them.
2. If minor damage to an item can be attributable to normal use and can be cleaned or mended by library staff, the patron will not be charged the full replacement fee for the item. Damage charges will be assessed depending on the extent of damage and availability of replacements.
3. If an item is lost or damaged beyond repair, the borrower will be billed for the current retail replacement cost of the item. Patrons are allowed to purchase a replacement copy of an item,

but the replacement copy must have a matching ISBN or product code and be in new condition.

4. Replacement costs will be assessed by billing staff who will check current retail prices for replacement in library vendor databases (i.e. Baker & Taylor, Ingram, Midwest Tape) and Amazon.com. Out of print materials will be assessed a value based on the current Out of Print Prices list which will be revised annually.
5. Patrons will be given a receipt for fees paid for damaged items. Customers may keep the damaged item when paid for in full.
6. Replacement charges are not refundable. If materials are found after payment, they become the property of the patron.
7. The library reserves the right to take measures up to and including legal action to recover materials not returned.
8. The library is not responsible for damage done to personal equipment while using library materials.

## Confidentiality

1. All library circulation records are confidential under Wisconsin Statute 43.30, except those of children under age 16 as noted above in section 5.d. under *Registration and Borrowing Privileges*.