

CIRCULATION OF LIBRARY MATERIALS

REGISTRATION

All patrons must be registered and must have a valid system library card to borrow library materials. Patrons must fill out an application form to register for a new library card. Proof of identity and proof of address are required to become a registered borrower. A valid, non-expired driver's license with current address is preferred. However, any other valid, non-expired government-issued ID (for example, United States Passport) may be substituted as proof of identity; a current piece of mail not of a personal nature (for example, utility bill) may be substituted as proof of address.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. Applicants of 16 or 17 years of age must include the name of a parent or guardian on the registration form; however, a parent or guardian's signature is not required.

By submitting the application for registration, and by accepting the valid library card, the applicant agrees to the following:

- Any library materials checked out on my card are my sole responsibility.
- I will promptly return all borrowed items by the due date or pay overdue charges.
- I will pay any replacement costs assessed for lost, unreturned or damaged materials.
- I will not lend my library card to others.
- I will promptly report any change in address.
- I will promptly report a lost or stolen card.
- I will obey the rules of behavior when visiting the library.
- If signing a library card for a juvenile, I accept responsibility for fines and charges on that child's card and acknowledge that it is my responsibility, not the library's to monitor and approve my child's choice of library materials and/or other information resources.
- I understand that I can request library records for my custodial child/ward under 16 (WI ST 43.30).
- I understand that failure to act responsibly may result in suspension of my library borrowing and use privileges, and that failure to pay library fines or return library materials may result in local and state criminal penalties.

Materials cannot be checked out until a library card has been issued.

REPLACEMENT CARDS

A patron who has a current library card but forgets to bring it may check out items if s/he verifies her/his identity.

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. There is a charge of \$1 for a replacement card. All patrons are expected to bring their library cards. In the absence of a library card, staff will allow check out of materials with a valid, government-issued ID that corresponds with the patron's information on file.

INACTIVE CARDS

The library will conduct periodic purges of inactive library cards.

LOAN PERIODS

- Books, magazines, audiobooks, and music CDs check out for three weeks.
- TV series on DVD check out for two weeks.
- DVDs and VHS tapes check out for one week.
- Interlibrary loan materials are due on the date indicated by the lending library.
- Reference books, including local history materials, do not circulate.

Most materials may be renewed twice unless there is an outstanding hold for the item.

QUANTITY LIMITS

A customer may have a maximum of 100 items at any one time.

HOLDS

System holds may be placed by patrons either in person, over the phone, or via the online catalog. Patrons will be notified by phone, email, or text message when the item is available for checkout. There is no charge to the patron for placing a system hold or for interlibrary loan services. There is a limit of 100 interlibrary loan requests per year.

Patrons may send their library card with someone else for the purpose of checking out library materials that are on hold for the absent patron. Alternatively, patrons may complete a consent form that specifies who may pick up materials that are on hold for the absent patron.

FINES AND CHARGES

Fines for overdue books, magazines, audiobooks, music CDs and interlibrary loan materials accrue at a rate of \$.10 per day. Fines for overdue DVDs and for equipment accrue at a rate of \$.50 per day. The maximum overdue fine per item is \$5.00.

Overdue notices are sent out according to the following schedule:

- An automated notice is sent by phone, email, or text message after the material is overdue by 7 days.
- A second notice is mailed after the material is overdue by 21 days.
- A replacement bill is mailed after the material is overdue by 35 days.

After the 35 day notice, library staff may attempt to secure the return of the library materials through individual letters and telephone calls. In addition, library staff may refer patrons with overdue items to the Police Department.

When a patron pays for an item which s/he has lost and finds the item within 30 days, a refund will be given for the item if returned in good condition, minus the fine which would have been charged. No refunds will be given for payment of an interlibrary loan item once payment has been received.

Items shall not be checked out to any patron with \$10.00 or more in fines.

DAMAGED MATERIALS

If materials are damaged to an extent that they are deemed unsuitable for the collection, the responsible party must pay the replacement cost.

FINE EXCEPTIONS

There shall be no fines for Home Delivery patrons. The library director or designee may authorize fine deductions or deletions in special circumstances. The library director or designee may delete fines for a day of inclement weather if the overdue items are returned to the library on the day following the inclement weather.

Approved by the Amery Area Public Library Board of Trustees, March 14, 2017.