

## **Circulation of Library Materials**

Approved: March 14, 2017

Effective: March 14, 2017

Revisions: March 12, 2018, April 15, 2019, August 16, 2021, September 23<sup>rd</sup>, 2024

Reviewed: September 23<sup>rd</sup>, 2024

### **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, including the use of public computers.
- 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**

All patrons are expected to bring their library cards. A patron who has a current library card but forgets to bring it may check out items if they can provide photo identification and/or recognized by library staff. Otherwise, they must verify two fields in their patron record: birthdate AND address or telephone number). Staff will verify against the patron record.

If a patron loses their library card, they should notify the library as soon as possible and request a replacement.

## **Inactive Cards**

The library will conduct periodic purges of inactive library cards.

## **Loan Periods**

- Books, magazines, and audiobooks check out for three weeks.
- TV series on DVD check out for two weeks.
- DVDs 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 patron may have a maximum of 200 items at any one time.

## **Holds**

System holds may be placed by patrons in person, over the phone, or online. 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 WISCAT loan requests per year.

Patrons may send their library card with someone else for the purpose of checking out library materials (that are on the hold shelf only) for the absent patron, **only if** the patron has completed a consent form that specifies who may pick up materials that are on hold for the absent patron.

## **Fines and Fees**

The Amery Area Public Library is fine free. Lost or damaged items, and items checked out at other libraries, will still be billed accordingly.

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 14 days.
- A replacement bill is mailed after the material is overdue by 21 days.

After the 21-day notice, library staff may attempt to secure the return of the library materials through individual letters and telephone calls.

When a patron pays for an item which they have lost and finds the item within 30 days, a refund will be given for the item if returned in good condition. All refunds are at the sole discretion of the library director. 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.

### **Confidentiality**

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Amery Area Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

### Individual Holds Pickup Authorization

Wisconsin Statute 43.40 prohibits the release of information from patron records to anyone, with the exception of parent/legal guardian, unless prior written permission has been given. Borrowers who wish to allow others to pick up materials being held in their name must first sign an Authorization Form before the Amery Area Public Library will release the materials.

I authorize the Amery Area Public Library to allow the people listed below to pick up my holds. I understand that I am responsible for all the items checked out on my card.

Printed Name \_\_\_\_\_

Signature & Date \_\_\_\_\_

Library Card # \_\_\_\_\_

-----  
-----

The following people have my permission to pick up holds for me:

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_