

## **CIRCULATION POLICY**

Adopted by C.A. Friday Memorial Library Board of Trustees: 2/26/1998

Revised: 3/26/1998, 3/30/2000, 12/28/2006, 9/30/2014, 10/28/2014, 4/24/2018, 12/18/2018

### **Library Cards**

The Carleton A. Friday Memorial Library issues a library card without charge to anyone using the library.

Applicants must present proper identification and proof of address when they register. Children under the age of 18 must have a parent/legal guardian sign for them. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act in loco parentis.

All library cards expire one year from the date of issue, and will be renewed on an annual basis. Cardholders will be asked to update their contact information before the card is renewed.

Lost cards will be replaced for a \$1.00 fee. Stolen cards or cards worn out from repeated use will be replaced at no charge. Staff may also choose to waive the \$1.00 fee at their discretion.

### **Confidentiality of Circulation Records**

As described in Wisconsin State Statute § 43.30, public library records and all circulation and other records that identify the names of library users, especially as they connect library users with material or services used, are confidential. Library records for individual users are for the sole purpose of protecting public property.

No library records shall be made available to the public, press, or a governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law. The Library Director will resist such process, order, or subpoena until there is a proper show of good cause. Any costs incurred by the library in any search of records shall be charged to the agency demanding such search.

If approached to give information on library records, the requestor will be referred to the Library Director.

### Loan Periods and Fines

Fines are charged on a per day basis for overdue library materials checked out at the Carleton A. Friday Memorial Library.

| Item  | Loan Period | Daily Overdue Fine | Renewal Allowed* |
|---|-------------|--------------------|------------------|
| Books   | 21 days     | .10¢               | Yes              |
| New Fiction & Nonfiction Adult Books                    | 14 days     | .10¢               | Yes              |
| Lucky Day Books   | 7 days      | .50¢               | No               |
| Magazines   | 21 days     | .10¢               | Yes              |
| Books on CD   | 21 days     | .10¢               | Yes              |
| Vox Books   | 21 days     | .10¢               | Yes              |
| Music CDs   | 21 days     | .10¢               | Yes              |
| DVDs/Blu-Ray  | 7 days      | .50¢               | Yes              |
| Multi-disc DVD/Blu-Ray Sets                             | 14 days     | .50¢               | Yes              |
| Lucky Day DVDs  | 3 days      | \$1.00             | No               |
| Wii Games   | 7 days      | .50¢               | Yes              |
| Xbox Games  | 7 days      | .50¢               | Yes              |
| Launchpads  | 7 days      | \$1.00             | Yes              |
| WiFi HotSpots   | 14 days     | \$1.00             | No               |
| Early Literacy Kits                                     | 21 days     | .10¢               | Yes              |
| Traveling Tales   | 21 days     | .10¢               | Yes              |
| Park Packs  | 14 days     | \$1.00             | No               |
| Projectors (\$100.00 deposit required to borrow)        | Variable    | \$1.00             | Yes              |
| Projection Screens                                      | Variable    | \$1.00             | Yes              |
| Overhead Projectors                                     | Variable    | \$1.00             | Yes              |
| Slide Projectors  | Variable    | \$1.00             | Yes              |
| Audiocassette Players                                   | Variable    | \$1.00             | Yes              |
| Watts Up Energy Meters                                  | Variable    | \$1.00             | Yes              |
| Interlibrary Loan Items                                 | Variable    | .10¢               | No               |
| Reference Materials (At the discretion of a supervisor) |             |                    |                  |

*\*Patrons may not renew items with holds on them.*

Patrons are allowed to have 100 items checked out to them at any one time.

Items shall not be checked out to any patron with ten dollars (\$10.00) or more in fines or lost or damaged item charges on their account.

Patrons are encouraged to bring their library card with them. However, patrons may check items out with an ID in the event that they do not have their library card with them.

Materials that are already checked out may be reserved.

### **Renewals**

Items not on reserve may be renewed. Materials checked out to a patron may be renewed two times in sequence, if no other patron has placed a Reserve/Hold on that item.

If an item is reserved, it is not available for renewal by the current borrower, unless another copy is available elsewhere in the MORE system.

Items belonging to the Carleton A. Friday Memorial Library may be renewed a third time at the discretion of the library staff.

No third renewal is allowed for materials belonging to another library, unless approval is received from the owning library.

### **Damaged or Lost Materials**

Patrons are responsible for all materials checked out on their card, and are liable for any losses or damages that may occur to library materials. The library will notify the patron of payment due for the replacement or repair of the lost or damaged item.

Library materials are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

- Liquid damage
- Torn covers or pages
- Marked or underlined pages
- Torn binding
- Missing or damaged audiovisual materials

Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to items checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged materials.

Replacements for damaged items will be purchased by the Carleton A. Friday Memorial Library. The library may accept outside replacement items on a case by case basis. This decision is left to the discretion of the selector for that area of the collection.

If the item that was lost and paid for is found and returned to the library in good condition within 60 days from the date of payment, money paid for the lost item will be reimbursed. Refund checks will be processed by the City of New Richmond and sent by mail.

### **Appeal of Library Charges**

Patrons who feel they have been charged unfairly or incorrectly will be asked to fill out an appeal of library charges form. A staff member will make a decision on the appeal and notify the patron by phone or in writing. If the patron is not satisfied, they may appeal the decision to the Library Director and ultimately to the Library Board of Trustees if necessary.