

Horicon Public Library

Circulation Policy

Purposes:

The Purpose of this circulation policy is to offer the materials of the Horicon Public Library to as many people in as efficient a manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly-owned materials can be encouraged.

I. Library Cards and Borrowing Privileges

A. In order to receive a library card, adults must provide identification and proof of residence. The following documents constitute acceptable proof of residence:

1. A current and valid Wisconsin driver license.
2. A current and valid Wisconsin identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
5. A real estate tax bill or receipt for the current year or the year preceding the date of application.
6. A residential lease which is effective for a period that includes the date of application.
7. A university, college or technical institute identification card (must include photo), ONLY if the bearer provides a fee receipt dated within the last nine months or the institution provides a certified housing list to the library.
8. A gas, electric or telephone service statement (utility bill) for the period commencing not earlier than 90 days before application is made.
9. Bank statement.
10. Paycheck.
11. A check or other document issued by a unit of government.

If the driver's license or Wisconsin ID does not reflect a current address, then one other of the above with the correct address must be shown in addition to the driver's license or Wisconsin ID. Library staff will mail a postcard which may be used to provide proof of residence if none of the items listed above are available.

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B. Adult library cards may be issued to those enrolled in high school or the equivalent and beyond. Those under the age of 18, however, must still have the signature of a responsible Adult (parent or guardian).

C. Juvenile library cards may be issued to children with a parent's or guardian's signature and parent/guardian identification as listed above. The parent or guardian is responsible for materials and fines until the child is 18. Juveniles may not check out CD's, games, or feature DVDs unless they have a signed parent permission form on file. When a juvenile, who has an account, enrolls in high school the juvenile may change their account to adult status and check out CDs, games, and feature DVDs without parental/ guardian permission.

D. Library cards are issued for a period of twenty-four months. After this period expires, they must be renewed. Patrons will be asked to confirm their patron record information. Any person owing more than \$5 for a fine or any amount for a lost item borrowing privileges will not be renewed until the bill is paid; fines are below \$5.00, and/or the item/s returned.

E. While there is no charge for initial issuance of a library card or renewal, a charge of \$2.00 will be assessed for replacement.

F. Persons possessing a valid library card from the library's consortium may check out materials using the card issued by their home library. A valid library card must be presented every time library materials are checked out.

G. Library records of identity and circulation materials are confidential by Wisconsin State Statute sec. 43.30. However, because a parent or guardian is responsible for their child's library materials, the parent or guardian responsible for the child may request the title of an item that is overdue, or still out for that child.

H. Library Cards are issued to individual patrons. A patron may authorize other persons to use their card by filling out that portion of their application form. The holder of the card is responsible for all items checked out on their card by authorized users. (For example, a patron may authorize a spouse to use their card to pick up holds.) The library card must be presented at the time of check out. Authorized users that have had their own borrowing privileges blocked or barred **may not** exercise borrowing privileges on another's card.

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II. Circulation Periods and Restrictions

A. Books & Audiobooks	28 days
New adult books	14 days
Computer/Console Games	7 days
DVDs	7 days
DVD Rental*	7 days
DVD Series and Non-Fic DVD	14 days
Magazines	14 days
Music CDs	14 days
Toys (puzzles, etc.)	14 days
Kits	28 days
eReaders	14 days

Reference Materials must remain in library*

Interlibrary Loan materials have varying due dates based on the policies of the library loaning the materials.

B. **The charge for a Rental DVD is \$1.00 per title and is due at checkout. Holds or Renewals are not permitted. The Library will always include a free copy of any Rental title and patrons may place holds on those copies. All other circulation rules apply to Rental DVDs.*

C. **As a general policy, Reference Materials are not available for checkout. Upon special application to the Librarian, exceptions may be made, but only for overnight loan. Many reference materials are available 24/7 online at www.badgerlink.org.*

D. Audiovisual equipment can only be checked out by an adult who is at least 18 years of age with a valid Horicon Public Library Card. The projectors may be checked out for a period of 24 hours. All borrowers will be assessed for damages to the equipment beyond reasonable wear.

III. Returns and Renewals

A. All library materials must be returned to the Library and deposited in the Book Return or presented to the Librarian at the circulation desk.

B. All audiovisual material, including CDs, DVDs, and audiobooks may be returned in the Book Drop/Outdoor Return.

C. eReaders and Zoo Passes **may not** be returned in the Book Drop but must be returned to the desk when the Library is open.

D. Renewals will not be accepted for materials that are on reserve for other patrons.

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- E. DVD Rentals may not be renewed.
- F. Telephone renewals will be accepted if received before the materials become overdue.
- G. Overdue materials will be renewed when existing fines have been paid.
- H. Requests for renewals on Interlibrary Loan should be made before the due date given.

The Library reserves the right to limit circulation time on materials in great demand.

IV. Overdue Materials, Fines, and Procedures

- A. Fine rates for overdue books, magazines, music materials, DVDS, etc. are as follows:

Adult and juvenile materials	\$.10/day
Periodicals	\$.10/day
Computer/Console Games	\$1/day
DVDs, DVD Rentals	\$1/day
eReaders	\$1/day
Zoo Pass	\$10/day

The library assesses fines for each item, and each day the item is overdue. There is no grace period. Consideration will be given to reasonable tardiness, i.e. severe weather, illness, etc. The maximum fine per item is \$10.00. There are, however, no limits on overdue fines for the eReader or Zoo Pass.

Materials will be considered returned on time if they are deposited in the exterior dropbox prior to opening the next working day the library is open.

B. When an item is one week overdue, an overdue notice will be sent. A second notice is to be sent when the item is two weeks overdue. An invoice is to be sent when the item is four weeks overdue. Following the invoice, a notice indicating a disregard of the invoice will be sent when the materials are six weeks overdue. If, after another 10 days, the materials are still not returned or paid for, the Horicon Police shall be authorized to pick up materials and issue a citation. This is in accordance with City Ordinance Sec. 11-3-7.

C. The Library Board would like the police to exhaust all avenues in order to find patrons who have been billed for an item. When a patron has been located, no matter the value of the missing item, the patron will be cited.

D. When a patron is under the age of 18 years, the legal age of responsibility, the adult signer of their juvenile *Application for Library Borrowers Card* will be held legally responsible if the minor does not return items or damages them.

E. Ownership of materials remains with the Library regardless of the amount of the fine assessed.

F. Clients owing fines of \$5.00 or more are not permitted to check out additional materials until

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the fine has been paid.

- G. Library employees are exempt from fines, but should not take undue advantage of this policy.

V. Lost and Damaged Materials

A. Patrons responsible for lost materials will be charged the replacement cost of the item, which includes a \$5.00 processing fee. A receipt will be issued to the client when a lost item is purchased. Items found by the patron any time after a receipt has been issued may not be returned to the library for any sort of refund.

B. Clients responsible for damaged materials will be charged the cost of repairs or the replacement cost if the item is not worth repairing.

VI. Reserves

Reserves (holds) may be placed on any circulating item in the Library or owned by consortium libraries. After the client has been contacted of an item's availability, the client has 7 working days to pick up the reserved item. If not picked up, the item automatically passes on to the next client holding the reserve or is sent back to the owning library.

Patrons may log in to their online library records to view their account information, including holds information.

VII. InterLibrary Loan/Consortial Loans

- A. The Library uses the Interlibrary Loan Code for the United States approved by the RUSA Board, January 11, 2016, as a guideline for lending and borrowing privileges from other libraries to expand the range of materials available to our users. (See Interlibrary Loan Policy for further information.)
- B. The Library further uses the Wisconsin Interlibrary Loan Guidelines citing 1.1 "Interlibrary loan is an adjunct to, not a substitute for, adequate collection development in local libraries."
 - a. For the Library's local consortia setting, as determined by the Library Director, the Library reserves the right to limit circulation to other consortia members of:
 - i. Materials on bestseller lists or high demand titles in all formats (e.g., new media)
 - 1. Item's new to the Library's collection, regardless of publication date, may be limited to local circulation only using the Library's automation system for a period not to exceed 90 days from the date the item is entered into the database.

VIII. Abuse of Borrowing Privileges

The Library Director, acting on behalf of the Board of Trustees, may refuse service to any patron who engages in circulation activities that undermine the equitable access and sharing of materials, as determined by the director. The patron will be notified in writing of the suspension and reason(s) for such action to the last known address on file in the patron's account. The Library Director will inform

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the Library Board of any such action taken. Any patron whose privileges have been denied by the Library Director may appeal in writing to the Horicon Public Library Board of Trustees, and the case will be reviewed at the next regularly scheduled meeting.

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Attachment A

Dear Library Client,

An invoice was sent to you for library material(s) that were 4 weeks overdue for which we have received no response. By disregarding the invoice, the Library assumes that the material(s) have been stolen. In accordance with City Ordinance Sec. 11-3-7, the police will be contacted to retrieve the material(s) and will issue a citation if you do not respond within 10 days. If the material(s) are lost, please contact the library regarding payment for the material(s). If the material(s) are not lost, please return the material(s) immediately.

Thank you for your cooperation. Please do not hesitate to contact the Library regarding this matter at (920)485-3535.

Sincerely,

Alexandra Harvancik
Library Director
Horicon Public Library
404 E. Lake St.
Horicon, WI 53032
920-485-3535