

Horicon Public Library Circulation Policy

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www.horicon.lib.wi.us

Welcome to the Horicon Public Library. This booklet has been prepared to acquaint you with material available for loan from the Library, and with the rules which apply to these loans. The resources of the Library are made available for your benefit. The rules are meant to provide for fair usage by the greatest number of people.

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Horicon Public Library

Circulation Rules

Library Card and Borrowing Privileges

- A. Any person providing the following identification may be issued a library card:
 - 1. Current driver's license or state ID
 - 2. Proof of residence

- B. An **Adult** library card may be issued to anyone having completed the eighth grade.

- C. **Juvenile** cards may be issued to children with a parent's signature and identification as listed above.

- D. While there is no charge for the initial library card, there will be a charge of \$2 for each replacement card.

- E. A valid library card must be presented every time library materials are checked out.

- F. Valid library cards from other consortium libraries may be used to check out materials at the Horicon Public Library.

Circulation Periods

Books & Audiobooks	28 days
New Adult books	14 days
DVDs and Videos	7 days
DVD Rental*	7 days
DVD Series and Non-Fic DVD	14 days
Magazines	14 days
Music CDs	14 days
Computer/Console Games	7 days
Toys (puzzles, etc.)	14 days
Kits	28 days
eReaders	14 days
Zoo Pass	3 days

Reference Materials must remain in library.**

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

**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.*

***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.*

Service Fees

Black and White Copies	\$.25
Color Computer Copies	\$.50
Scan/and with Email	\$1.00/scan
Fax sent	\$1.00/page
Fax received	\$.50/page

Audiovisual equipment can only be checked out by an adult who is at least 18 years of age with a valid Horicon 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.

Fines

Fine rates for overdue books, magazines, CDs and DVDs are as follows:

Juvenile and Adult materials	\$.10/day
All periodicals	\$.10/day
Videos, DVDs, DVD Rentals and Computer/Console Games	\$1.00/day
eReaders	\$1.00/day
Zoo Pass	\$10.00/day

Patrons owing fines in excess of \$5.00, or charges for lost or damaged materials, will not be permitted to borrow Library materials.

Please note – items from other libraries are subject to the checkout periods and fines set by the owning library.

Lost and Damaged Materials

Patrons responsible for lost materials will be charged the price listed in the database or from the replacement fees chart if no price is given, plus processing fees.

Patrons responsible for damaged materials will be charged the cost of repairs.

Overdue Items

The Library will mail an overdue notice when an item is one week overdue. A second notice will be sent when the item is two weeks overdue. An invoice will be sent when the item is four weeks overdue. A letter indicating disregard of the invoice will be sent when the materials are six weeks overdue. If the materials are not returned or paid for within ten days from postmark of the letter, the Horicon Police shall be authorized to pick up the materials or issue a citation in accordance with City Ordinance Sec. 11-3-7.

Reserves/Holds

Reserves (or “Holds”) may be placed on any circulating items not in the Library or owned by triO libraries. As holds arrive the Library will notify the patron by using the patron’s method of choice either by phone message, email, or text message, or combination of methods using information on file. It is the patron’s responsibility to maintain current contact information. Books will be held on Reserve for 1 week (7 days). After 7 days, items will be reshelfed or transited to another library. Patrons may log in to their own online library records to view their account information, including holds information.

Returns and Renewals

1. All library materials must be returned to the Library and deposited in the Book Return or presented to the Librarian at the circulation desk.
2. All audiovisual material, including CDs, DVDs, and Audiobooks may be returned in the Book Drop/Outdoor Return.
3. eReaders and Zoo Pass *may not* be returned in the Book Drop but must be returned to the desk when the Library is open.
4. Renewals will not be accepted for materials that are on reserve for other patrons.
5. eReaders, Zoo Pass and DVD Rentals may not be renewed.
6. Telephone renewals will be accepted if received before the materials become overdue.
7. Overdue materials will be renewed when existing fines have been paid.
8. 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.

Internet Policy

Patrons may use the internet for a period of one hour every day. They may continue after the hour if no one else is signed up, but will be asked to discontinue if another patron wishes to use it. A patron is allowed one session per day. A library card and PIN are required and use will not be allowed for anyone with a fine over \$5.00. Other specific policies are posted.

Search from Home!

Visit our website at www.horicon.lib.wi.us where your library card grants you access to a number of online resources:

Consortium Catalog:

Click on the “My Account” page or Library Catalog link to search for items from the Horicon Library or from any of the consortium libraries.

WISCAT:

Your library card also allows access to the WISCAT Catalog to place requests for materials not found in the consortium catalog. Please advise a Horicon Public Library staff member if you would like to activate your account. Patrons are permitted 5 active requests at any given time.

Wisconsin Digital Library:

With your library card you may check out digital e-books, audiobooks, videos and music from the Wisconsin Public Library Consortium. Ask a staff member if you need assistance getting connected.

BADGERLINK:

Provided by the state of Wisconsin, Badgerlink hosts a large number of resources including Magazines, Newspapers, Auto Repair, and educational opportunities to name a few.