

POLICY: Circulation Policy

ADOPTION/LAST REVIEW: Adopted 9/20/94, Revisions 11/14/95, 3/12/96, 4/14/96, 4/8/97, 9/10/02, 11/12/02, 6/14/05, 10/10/06, 9/11/12, Revised & Reviewed 11/21/17, Revised 9/17/19, Revised 9/7/21;

1. ELIGIBILITY FOR SERVICE

The Everett Roehl Marshfield Public Library is established under the provisions of Chapter 43 of the Wisconsin State Statutes as the joint public library for the City of Marshfield and the Town of McMillan. However, through contractual relationships with the Wood County Library Board, the South Central Library System Board of Trustees, and agreements with other Wisconsin library systems, this library also acts as a regional public library.

A. IN-SYSTEM BORROWERS

All permanent residents of the City of Marshfield, Town of McMillan, Wood County, and the six counties that participate in the South Central Library System (Adams, Columbia, Dane, Green, Portage, and Sauk) are eligible for all library services on the same basis.

B. OUT-OF-SYSTEM BORROWERS

The South Central Library System has reciprocal borrowing agreements with every library system in the state except the Milwaukee County Federated Library System. A resident from any county that participates in any of the other library systems in the state is eligible for services offered by the Everett Roehl Marshfield Public Library with the exception being those counties that meet the requirements for service fees as described in Library Policy 5.310, "Service Fees for Out-of-County, Out-of-System Usage."

Out-of-System borrowers who are registered Everett Roehl Marshfield Public Library users can check out all other materials and equipment on the same basis as local residents.

Out of State residents are not eligible for an Everett Roehl Marshfield Public Library card.

C. TEMPORARY RESIDENTS

Temporary residents in the City of Marshfield, Town of McMillan, Wood County, or of a county that participates in the South Central Library System are eligible for limited services at no charge.

To register for a card, a temporary resident must show proof of identity with address and a means of contact. Borrowers in this category are allowed to check out three items at a time, and cannot check out equipment, or art prints. When proof of residence is submitted, the card status will be changed to permanent.

Temporary residents are issued a library card, which is valid for six months.

D. MINORS AND YOUTH LIBRARY CARDS

A minor is defined as any individual under the age of 18. The Board of Trustees of the Everett Roehl Marshfield Public Library affirms that the library does not serve in loco parentis, and that it is the parent or legal guardian (and only the parent or legal guardian) who may restrict their children and only their children from access to library materials and services.

Any person under the age of 18 and their parent or legal guardian must be present to obtain a library card. Youth registrations must be signed by the applicant's parent or legal guardian before any materials are checked out. The parent or legal guardian assumes financial responsibility for library materials checked out on that card.

If the parent or legal guardian's account has charges of more than ~~\$10~~ \$20 and is not in good standing, the youth's card will be issued with limited borrowing privileges (no more than 3 items at any one time) until the legal guardian's account is restored to good standing.

E. PROOF OF IDENTITY AND RESIDENCE

When applying for a library card, the applicant must provide proof of identity and proof of current residential street address. Post office boxes are not acceptable because they do not provide the necessary geographic location information. A parent or legal guardian's proof of identity and address may be used to establish their minor child's identity and address.

1) PROPER ID

- a) Proper Photo ID which includes a valid: Driver's license, State ID, Passport, Military ID, Student ID, **or State ID without a picture.**
- b) Proof of current address includes:
 - i) Any proper photo ID, as listed above, showing the current

address or

- ii) Any bill/statement (for example: utility, phone, cable, medical, bank statement, etc.) less than one month old and showing the name and current address of the applicant or
- iii) A payroll check less than one month old showing the name and current address of the applicant or
- iv) A current residential lease showing the name and address of the applicant.

2) ACCOMMODATION CHECK-OUT

Registered patrons who do not have their library card but still wish to check out materials are allowed to utilize an accommodation checkout. Patrons must prove their identity to be eligible for an accommodation checkout by using any of the proper photo ID listed above.

2. LOAN PERIODS, FINES, AND BORROWING LIMITS

Providing the public with easy access to information and reading materials is one of the primary functions of the Everett Roehl Marshfield Public Library. Loan periods, loan limits or restrictions, and fines on overdue materials are set in an effort to offer equal access to materials for all patrons. The fine structure is established as an incentive for patrons to return their materials on time, not to punish those who return materials late. The library relies on patrons to return materials promptly, so others have access to these materials. In instances where fines are imposed, they are intended to safeguard the investment that the community has made in the library.

Exemptions from fines or fees may be granted to groups or individuals by the Library Director or designated staff member.

Overdue fines accrue until materials are returned to this library and/or the maximum fine per item is reached. Overdue fines are not charged for days when the library is closed.

A. 7-DAY LOAN PERIOD

TYPE OF MATERIAL	OVERDUE FINE	MAXIMUM FINE
DVDs	\$1.00/day	\$5.00
MULTIMEDIA PROJECTOR*		

Must be returned before closing on due date	\$5.00/day	\$20.00
PUBLIC ADDRESS SYSTEM	\$5.00/day	\$20.00
DVD PLAYER with screen* Must be returned before closing on due date	\$1.00/day	\$20.00
OPAQUE PROJECTOR* Must be returned before closing on due date	\$1.00/day	\$20.00
OVERHEAD PROJECTOR* Must be returned before closing on due date	\$1.00/day	\$20.00
SLIDE PROJECTOR* Must be returned before closing on due date	\$1.00/day	\$20.00
SCREENS* Must be returned before closing on due date	\$1.00/day	\$20.00

* These items should be booked in advance at the Checkout Desk.

B. 14-DAY LOAN PERIOD

TYPE OF MATERIAL	OVERDUE FINE	MAXIMUM FINE
MAGAZINES	\$0.15/day	\$5.00

MUSIC CDS	\$0.15/day	\$5.00
MULTI- DISK DVD SETS	\$1.00/day	\$5.00

C. 28-DAY LOAN PERIOD

TYPE OF MATERIAL	OVERDUE FINE	MAXIMUM FINE
BOOKS	\$.15/day	\$5.00
AUDIO BOOKS	\$.15/day	\$5.00
ART WORKS	\$1.00/day	\$5.00
EQUIPMENT & MATERIALS FROM THE NATIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	N/A	N/A

D. SPECIAL LOAN PERIOD

TYPE OF MATERIAL	LOAN PERIOD	OVERDUE FINE	MAXIMUM FINE
REFERENCE MATERIALS (may be checked out with a permanent valid borrowers card if approved by a supervisor.)	1 day	1.00/hour	\$50.00 or list price
INTERLIBRARY LOAN MATERIALS	Determined by lending library	Determined by lending library	Determined by lending library

F. BORROWING LIMITS AND HOLDS LIMITS

Patrons are limited to 100 items per library card with no more than 20 of those items being DVDs. Patrons may also place up to 40 items on hold.

3. LIBRARY FINES & OVERDUE NOTICES

Library users are responsible for keeping track of the materials they have borrowed. Email notices are sent two days prior to the due date to those who have provided the library with an email address **and set up their account to receive notifications via email**. Failure to receive an email or text notice does not alter responsibility for material should it become overdue.

As a further service, the library sends other notices reminding patrons that their materials are overdue. The first overdue notice is sent when materials are seven days overdue. The second is sent when materials are 14 days overdue. The third notice is sent when materials are 26 days overdue. Overdue reminders are a service to users and in no case will a reduction in fines or fees be made because a notice was not sent or received on schedule.

THERE ARE NO FINES ON CHILDREN'S ITEMS, HOWEVER, FEES WILL BE ASSESSED FOR ITEMS DEEMED LOST OR DAMAGED.

4. BILLING NOTICES

Materials that are not returned 30 days after their due date are assumed to be lost, and a bill for their replacement is sent to the patron. If the total bill reaches or exceeds \$50, the billing notice will contain a statement to the effect that the materials must be returned or paid for within two weeks or the matter will be turned over to a collection agency.

On day 45 after the due date, if no corrective action is taken by the patron, the library will forward any bills of \$50 or more to a collection agency and, at that time, add a **\$15** fee to cover the collection costs.

Patrons who return materials after the matter has been sent to the collection agency are responsible for the fines and the fee assessed to cover the collection agency cost.

6. SUSPENDED BORROWING PRIVILEGES

A. NOT IN GOOD STANDING STATUS

Library users who have unpaid fines of over **\$20** or have materials which have a status of "lost" or "not returned by patron" will have their borrowing privileges suspended. They will not be allowed to check out materials until fines are reduced below the **\$20** level, or their materials are returned and fines are paid, or in the case of unreturned or damaged items, reimbursement for replacement is made.

Library users who have unpaid fines of less than **\$20**, are considered in good

standing and eligible for all library services.

The Director or his/her designated representative may extend borrowing privileges to persons who are not in good standing status if an acceptable payment schedule is established and followed.

7. REPLACEMENT COST FOR LOST OR DAMAGED MATERIALS

Library users will be charged for lost or damaged materials as described below:

A. A replacement cost is also assessed on all lost or irreparable items. The list price is used for the replacement charge. If no list price is available, the standard price listed below will be charged.

B. Standard Charges for materials with no list price are as follows:

Adult Materials

Hardcover Fiction	\$28.00
Hardcover Nonfiction	\$35.00
Trade Paperback	\$15.00
Mass Market Paperback	\$8.00

Youth Materials

Hardcover Fiction	\$15.00
Hardcover Nonfiction	\$18.00
Paperback	\$6.00

Other Materials

Art Works	(list price only)
Audiovisual Equipment	Replacement Cost for Comparable Item from Library's Vendor
Compact Discs - Music (individual & sets)	\$20.00 per disc

Compact Discs – Book (individual & sets)	\$20.00 per disc
DVDs	\$25.00
BluRay DVD	\$30.00
Multi-disk DVD sets	\$75.00
Interlibrary Loans	Determined by lending library
Periodicals	Cover Price, or if not available, \$8.00
Playaways	\$75.00
Items not listed	Replacement cost

D. Once a lost or damaged item is paid for, that transaction is final. No refunds will be made on items that are returned to the library after they have been paid and officially withdrawn.

E. Incomplete or Damaged Returns: If materials are returned damaged and/or with missing pieces a standard charge of \$5.00 may be assessed. This includes missing or damaged labels, barcodes, RFID tags, liner notes, DVD/CD booklets, or DVD/CD cases.

8. LOST LIBRARY CARDS

A lost or stolen library card should be immediately reported to the library, because the person whose name is on the card is financially responsible for all materials checked out on that card. Parents or guardians of minors are financially responsible for all materials checked out on their children's cards.

There is a \$2.00 replacement charge for any lost or missing cards issued less than four years ago. Damaged cards will be replaced at no charge.

9. CLAIMS

A claim is when a patron claims that they have returned or never had the library material currently on their record. A claim must be placed before the items are sent to collections.

If the materials in the first incidence of a claim are not found, the incident will be reviewed and the charges on the patron's account may be waived. Any charges

involving a second or third incidence of a claim will be similarly evaluated. Further claims will not be waived and borrowing privileges will be withheld until the charges are resolved.

10. HOLDS

Any registered borrower of the Everett Roehl Marshfield Public Library in good standing may reserve up to 40 items by placing them on hold. There is no fee. All circulating materials may be held except equipment. Equipment items are handled through a Checkout Desk booking system rather than through a holds procedure.

When a reserved item is ready, a holds notice is sent to the requesting person informing them that the item is available for pickup. The item is held at the Checkout Desk for eight days.

Library users who wish to allow others to pick up holds on their behalf must complete a Holds Authorization form available at the Circulation Desk. It is the patron's responsibility to provide written notice to Circulation staff if they wish to revoke or amend existing holds authorizations.

11. RENEWAL OF LIBRARY MATERIALS

The renewal of an item may be done in person, online, or over the phone. Renewals of interlibrary and outerlibrary loans may be requested of the lending library but are typically denied. All other materials may be renewed **twice**. The item must be renewed using the library card on which it was checked out. An item may not be renewed if any of the following apply:

- A. There is a hold on the item.
- B. The renewal limit has been reached.

If an item is overdue at the time of renewal, the fine will be charged to the patron's account as the item is renewed.

The Board of Trustees and the administration also affirm their adherence to Wisconsin State Statute 43.30 which reads as follows:

43.30 PUBLIC LIBRARY RECORDS

43.30(1b)(a) (a) "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4).

43.30(1b)(b) (b) "Law enforcement officer" has the meaning given in s. 165.85 (2) (c).

43.30(1m) (1m) 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, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

43.30(2) (2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:

43.30(2)(a) (a) The library is supported in whole or in part by public funds.

43.30(2)(b) (b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).

43.30(2)(c) (c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

43.30(3) (3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. (2) (a) to (c).

43.30(4) (4) Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.

43.30(5) (5)

43.30(5)(a)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

43.30(5)(b) (b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Any cost incurred by the Everett Roehl Marshfield Public Library in performing a court ordered search shall be billed to the agency requesting the search.