



Irvin L. Young Memorial Library
Circulation Policy

LIBRARY CARDS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting proper current photo identification. Information given is confidential; customer privacy is protected by WI Statute Ch. 43.30 except as limited by federal laws which supersede state laws. There is no charge for the first library card.

The customer must have his/her library card whenever checking out materials.

The customer is responsible for all items checked out on his/her card. In the event that the library card is lost or stolen, the library should be notified immediately. If a customer has a change of address or name, these changes should also be reported as soon as possible.

Replacement cards will be issued with proper identification for a \$1.00 fee. When the new card is issued the old library card will no longer be valid. Only one card will be issued to an individual at one time.

A parent or guardian must sign the application and card for anyone under 18 years of age in the presence of a library staff member. Once the library card is issued, juveniles have access to all materials of the library. The American Library Association states:

Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. – *Free Access to Library for Minors* www.ala.org

Library cards for non-residents of Wisconsin shall be issued for a non-refundable fee of \$25.00.

App. 1/04 || rev. 5/04 || rev. 8/04 || rev. 12/05 || rev. 3/06 || rev. 8/06 || rev. 9/06 || rev. 1/07 || rev. 9/07 || rev. 10/07 || rev. 2/08 || rev. 5/09 || rev. 1/10 || rev. 8/11 || rev. 10/12 || rev. 1/13 || rev. 2/13 || rev. 10/13 || rev. 5/14 || rev. 9/15 || rev. 7/16



Irvin L. Young Memorial Library
Circulation Policy

FEES

Customers are responsible for the condition of materials that they have checked out. Fees charged for the unacceptable condition of materials returned are as follows:

| | |
|--|------------------------|
| Replacing a barcode | \$1.00 |
| Replacing a CD insert | \$5.00 |
| Replacing a CD jewel case-whole case | \$.75 |
| Replacing a DVD case | \$1.25 |
| Replacing a book on CD_case | \$5.00 |
| Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged, etc. | List price of material |
| Material not returned; material only partially returned e.g. missing CDs from a book on CD or a multi-CD music recording, etc. | List price of material |
| Loss of a puzzle piece | List price of material |
| Loss of a puzzle bag | \$4.00 |
| Loss of children's "big book" bag | \$1.75 |
| Returning a Playaway backpack in the bookdrop | \$1.00 |
| Loss of a Playaway battery cover | \$0.50 |
| Loss of a Playaway case and lock | \$5.50 |

App. 1/04 || rev. 5/04 || rev. 8/04 || rev. 12/05 || rev. 3/06 || rev. 8/06 || rev. 9/06 || rev. 1/07 || rev. 9/07 || rev. 10/07 || rev. 2/08 || rev. 5/09 || rev. 1/10 || rev. 8/11 || rev. 10/12 || rev. 1/13 || rev. 2/13 || rev. 10/13 || rev. 5/14 || rev. 9/15 || rev. 7/16



Irvin L. Young Memorial Library
Circulation Policy

LOAN PERIODS

| | |
|---------|------------------------------|
| 7 days | DVDs (Fiction) |
| 7 days | Video games |
| 14 days | New fiction books |
| 14 days | New nonfiction books |
| 14 days | New audiobooks |
| 14 days | Music compact discs |
| 14 days | Puzzles |
| 14 days | Magazines, Pamphlets, Maps |
| 14 days | DVDs (Nonfiction) |
| 21 days | Fiction and nonfiction books |
| 21 days | Audiobooks |

ADDITIONAL LOAN PERIODS

If a teacher wishes to use DVDs for classroom use the following loan periods will be allowed: For DVDs the loan period is extended to fourteen days if the original loan period is seven days and 21 days if the original loan period is fourteen days.

Materials that have been designated for research use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to staff in order to respond to requests for information from the public. The Library Director or Assistant Library Director may grant exceptions to this rule.

Vertical file materials do not circulate. A coin-operated copier is available for making copies.



Irvin L. Young Memorial Library
Circulation Policy

HOLDS

Holds may be placed on any item owned by the library or the consortium or on order to be added to the collection. The item will be held for 7 days maximum from the time the item arrives at our library.

FINES

Fines are \$.15 per day per item on all library materials except DVDs, video games and interlibrary loan materials. DVDs and video games fines are \$1.00 per day.

Interlibrary loan materials from libraries outside of our consortium accrue fines of \$1.00 per day regardless of format. If an interlibrary loan item is not picked up by the requesting customer by the time the item is due to be returned to the owning library, a fee of \$2.00 will be charged to the customer the first time this occurs. If non-pickup occurs a second time, \$5.00 will be charged. If non-pickup occurs a third time, \$10.00 will be charged and interlibrary loan borrowing privileges for that customer will be permanently revoked.

A maximum fine of \$10.00 is charged for any one item. Other libraries in the consortium may charge other amounts for fines. All items may be renewed a maximum of three times, with the exception of interlibrary loan items, which are governed by the lending library's policies. If a customer owes \$10.00 or more in fines and replacement charges, the customer will be unable to check out any more items until charges are below \$10.00.

If an item is lost or damaged, the customer will be charged the full retail price for the item. Items are set to "lost" status when they are more than 30 days overdue. Once the item has been set to "lost" status, the customer is sent a bill. Once the item has been paid for, the Library will not refund the money if the item is subsequently found by the customer.

In order to check out items, the customer's card must be in good standing. If a customer has item(s) overdue that have not yet been returned, the customer may renew the items, if they have not already reached the maximum number of renewals. If the customer's fines exceed the maximum of \$10.00 and the customer is unable or unwilling to pay them at the time of renewal, the customer will not be allowed to check out more materials until the fines have been paid. If the customer has already renewed

App. 1/04 || rev. 5/04 || rev. 8/04 || rev. 12/05 || rev. 3/06 || rev. 8/06 || rev. 9/06 || rev.
1/07 || rev. 9/07 || rev. 10/07 || rev. 2/08 || rev. 5/09 || rev. 1/10 || rev. 8/11 || rev.
10/12 || rev. 1/13 || rev. 2/13 || rev. 10/13 || rev. 5/14 || rev. 9/15 || rev. 7/16



Irvin L. Young Memorial Library
Circulation Policy

the items three times, they may not check out any more items until the overdue items are returned.

All materials, except those marked as such, may be returned through the book and audiovisual drops located near the south entrance of the Library. We encourage customers to return materials inside when the Library is open to help reduce wear and tear.

RENEWALS

Borrower may renew the items online at the library website or by using the automated telephone renewal system.

Borrower may also send a postcard, letter, or email or may telephone the library to request renewal of specific materials. Such notice must include date due and author and title of materials for which renewal is requested. Renewal will be processed on day written request is received.

ISSUANCE OF LIBRARY CARDS TO MINOR CHILDREN OF PATRONS WITH DELINQUENT ACCOUNTS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting current identification which should include, but is not limited to, a photograph and a verifiable address. A parent or guardian must sign the application and card for anyone under 18 years of age in the presence of a library staff member.

Should the parent or guardian have an account with the library which is delinquent, the minor child will not be issued a library card until the parent or guardian's account status is remedied.

If the parent or guardian has an objection to this denial, they may request in writing a review of the decision by the Library Director. The Library Director's decision will be final.