



Circulation Policy

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I. PHILOSOPHY AND GENERAL PRINCIPLES

The Library Board in its Circulation Policy tries to balance the Library's purpose of supplying information with the need to monitor and retrieve Library materials so that they will be available for others. The Board seeks to put as few restrictions on the flow of information as possible while protecting the community's Library resources.

Library service will be available without discrimination to individuals and groups of every age, sex, race, philosophy, lifestyle and human condition.

The Library Bill of Rights and other intellectual freedom documents reprinted in the Library's "Materials Selection Policy" shall govern the circulation, as well as, the selection of Library materials. Special attention is called to the statement on "Free Access to Libraries for Minors", "Restricted Access to Library Materials", and "Circulation of Motion Pictures and Video Productions". Texts of these statements are appended to the Materials Selection Policy. The Confidentiality of Library Records Policy shall govern the privacy of Library customers' circulation records.

II. REGISTRATION

A. Eligible Borrowers:

- 1. Residents of: the Village of Cadott and Chippewa County** (including individuals while they are residents in Chippewa County “group homes”, “half-way houses”, and detention centers, etc.) It is the responsibility of the patron to keep the library informed of any changes to their name, phone number, email or address.

- 2. Reciprocal Borrowers-** Any **MORE Consortium** with a valid library card, Indianhead Library System has a reciprocal borrowing contract with all the cities and counties in Wisconsin.

- 3. Institutions:**
 - a. Elementary and Secondary School libraries within the Village of Cadott.**
 - 1) Private or parochial school/public school district must complete the application forms every five years. To be valid the application must be signed by:
 - a. The school principal for private and parochial schools.
 - b. The school district Superintendent for the Cadott public schools.
 - 2) The private or parochial school/public school district must agree to accept all financial responsibility for charges against the institution’s card including replacement cost plus service charges for all lost or damaged materials.
 - 3) School library cards are covered by the same Library policies as individual cards, except that the person desiring to check out must have identification showing they are a staff member of the associated school. Additionally, staff members wishing to check out materials that will be used outside of the classroom environment must use their own personal library cards.

 - b. Businesses in Chippewa County and Village of Cadott Departments:**
 - 1) The owner or head of the business/heads of the Village of Cadott Departments must complete and sign the business card application yearly.
 - 2) By signing the application form, the business/Department acknowledges that the sole purpose of a business card is to allow employees to check out items from the Library for business purposes and have the company take full responsibility for such use.
 - 3) The business/Department agrees to accept all financial responsibility for use of the card by its employees. This includes responsibility for the

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charges against the card including overdue charges, and replacement costs plus service charges for all lost or damaged materials.

- 4) Business/Department library cards are covered by the same Library policies as individual cards, with the following exceptions:
 - a) One library card will issued per business/Department. The card's use is solely monitored by the business/Department. The person desiring to check out must have the card in hand.
- 5) **Proofs for getting a business library card** must show the:
 1. Name of the business
 2. Chippewa County business address
 3. Name of the owner or the head of the business
- 6) **One of these proofs is mandatory for getting a business library card:**
 - a) A current (annual) Wisconsin Seller's Permit with a Wisconsin seller's number

(OR)

- b) A copy of an official Employer Registration Certificate with a Wisconsin Employer Identification number

(OR)

- c) A current (annual) paid property tax receipt

(OR)

- d) A current lease agreement.
- 7) **Any of the additional**, following proofs may be submitted to connect the name of the owner or head of business with the name of the business if the mandatory proof does not exist.
 - a) An official certificate of incorporation or foundation.
 - b) An insurance bill for the business.
 - c) A signed letter from the owner/head of business on a company letterhead stating that they are that person and will take responsibility for a business library card.
- 8) **Proofs for getting Village of Cadott Department Card:**
 - a) A signed letter from the head of the Department on letterhead stating that they are that person and will take responsibility for the library card.

B. Getting a Library Card:

1. A person must be present at the Checkout Desk to sign and receive his/her Library card. Exceptions are for homebound individuals or through Library sponsored card registration campaigns.

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2. If a person is unable to sign his or her name, another person may sign the card for them.
3. To replace a lost, damaged, or expired card, a customer must show valid identification of his or her name and current address, pay all fines and over-dues, and fill out a new registration form.

C. VALID IDENTIFICATION TO GET A LIBRARY CARD

1. **Persons 18 years and older may get a new or replacement library card when they show one of these acceptable types of identification that proves residency.** The following identifications are acceptable proof of residence only when they contain the CURRENT, (within two months) UNEXPIRED, WRITTEN identification of name and address where the person lives now. Acceptable forms of ID are:
 - a. Wisconsin Driver's license
 - b. Wisconsin State ID
 - c. Motor Vehicle Registration
 - d. Copy or renter's lease agreement, rent receipt, house title with address, or house property tax bill of their residence.
 - e. Proof of temporary housing [minimum one week residency].-hotel registration or signed organization letterhead letter.
 - f. Paycheck, bank check, or savings account with current address
 - g. Official Government document with address and date, such as: medical/financial assistance or food stamp authorization letter, fishing or hunting license, or post office change of address sticker, school report card, etc.
 - h. Current bill with address, such as: insurance, medical, credit card, [bill of sale, prescriptions, school, cable or satellite TV, Internet, Utility-for sewer, electric, gas, water, telephone, cell phones, etc.]
2. **The following types of identification are not acceptable:**
 - a. Personal letters [unless the envelope has a post office change of address sticker.]
 - b. Business card
 - c. Service discharge card, unless it shows the address where the person lives now.
 - d. Athletic club membership card
 - e. Any type of identification that has expired, or does not have current name, or address where the person lives now.
 - f. Any other form of ID not listed must be approved.
3. **Persons 16-17 years of age** may show identification, or have parent, foster parent of legal guardian sign. That adult must show identification of his/her name and current Wisconsin address if signing in person. The signature of that adult on a registration form is valid identification for a person 16-17 years of age when the parent is unable to come to the library. Any guardian signature also signifies that

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the guardian will be held responsible for any charges incurred on the minor's library account.

- 4. Persons 15 and under** must have a parent, foster parent, or legal guardian sign the registration form. That adult must show identification of his/her name and current Wisconsin address if signing in person. The signature of that adult on a registration form is valid identification for a person 15 and under when the parent is unable to come to the library. Any guardian signature also signifies that the guardian will be held responsible for any charges incurred on the minor's library account.
- 5. Sending Registration Forms Home:** Registration forms will be given to persons for completion at home when the customer prefers. A library card will be issued to the person once they bring their completed, signed registration form to the library, and show valid identification. Cards will be mailed only to homebound individuals.
- 6. Persons in Facilities:** Proof of address for persons who reside in Chippewa County "group home", "half-way house", or detention center is a letter from that facility that must:
 1. Have a current date.
 2. Be on the facility's letterhead
 3. State that the person is currently residing at that facility, and for how long (if known)
 4. Have the person's permanent address and phone number (if any)
 5. Have the name and signature of the facility's director. The responsible facility guardian must sign the Library card registration form, if the resident is a minor, (under 18).

D. Cost of a Library Card:

New card-Free

Replacement card-\$1

A customer will receive a new Library card at no charge if the card is damaged, the patron wishes to exchange a MORE library card from another library for a Cadott card, or if the card has been deleted from the computer database.

E. Forgetting Library Card:

Patrons **age 16 and older**, who forget their Library card may still check out if they show valid identification of name and current address (if they are unknown to the library staff). Patrons **age 15 and under** must be able to identify themselves by telling staff information on their card record.

F. Using Other People's Cards

Customers must use their own library card to check out materials with the exceptions listed below:

1. **Parents** may check out items on their children's cards without the children being present, except for parents who have fines or overdue items in excess of \$10.00 on their own library card.
2. **Cardholders who send someone else** may check out items, including those placed on hold for them, if they are in possession of the account holder's library card. If the absent cardholder has fines or overdue items in excess of \$10.00 on their card, materials may not be checked out.

G. Library Card Expiration:

Every patron will be required to verbally validate their address and phone number each year. Accounts of patrons who have not re-validated their person information will be suspended until verification is completed.

A Library card may be deleted when it has not been used for 3 years to check out items. If a card is deleted, a new card will be issued after a customer shows valid ID and fills out a registration form. A Library card might be given an expiration date in cases of short-term residency-foster care, etc. Library cards for out-of-state residents, businesses, Village of Cadott Departments, and schools expire in one year.

H. Library Card Responsibility:

The person whose name appears on a Library card is responsible for all materials checked out and on that card. Adults who sign the registration form for minors are responsible for materials checked out and our downloadable collection on the minor's card. When a Library card is lost or stolen, we cannot invalidate the library card until that fact has been reported directly to the Circulation Department staff. All items checked out prior to the date that staff puts a stop on the lost or stolen card are still responsibility of the customer.

III. LOAN OF MATERIALS

A. Loan Periods:

1. Books, audiobooks and digital yearbooks circulate for 3 weeks (21 days)
2. New books designated as popular/"New Books", circulate for 2 weeks (14 days)
3. Videotapes, DVDs and magazines circulate for 1 week (7 days)
4. CDs (music), and local history audiotapes circulate for 2 weeks (14 days)
5. Interlibrary Loan (ILL) items-the loan period is determined by the lending library.
6. The following items do not circulate: newspapers, microfilm, yearbooks, and Reference books.

B. Renewing Items:

1. If your Library card is in good standing, renewals can be made:
 - a. In person
 - b. By talking directly with Circulation Department staff on the telephone.
 - c. By sending an e-mail to cadottpl@cadottlibrary.org or leaving a message on the library voicemail.
 - d. On the Internet through our online catalog.
 - e. At a catalog computer in the library.
 - f. By calling 1-866-MYRENEW.
2. All items may be renewed twice. Holds/reserves on an item will block renewals so that others can have access to it.
3. Interlibrary Loan (ILL) item-we are not authorized to renew another library's item, so special permission to extend the loan time can be given only by the lending library. Only Interlibrary Loan staff may make this request.

C. Borrowing limits:

1. DVDs-limit of five (5) per card
2. The Information or Children's Departments may place restrictions on the number of items for subjects during class assignments and on holiday books or other high demand items.

D. Reserves/Holds:

Reserves/Holds may be placed on any circulating item not in the Library.

E. Loan of Reference, Juvenile Reference, Professional, and Genealogy materials:

These items should always be available for use *in the library* for staff and customers. Loaning out these materials would be a *rare occurrence*. Special permission from (Adult or Juvenile) the Director is needed for taking out any Reference, Juvenile Reference, Professional, or Genealogy materials. This will be handled on a case-by-case basis. If circumstances warrant, consideration may be given to loaning out Reference, Juvenile Reference, Professional, and Genealogy materials.

IV FINES AND OVERDUES:

A. Fine schedule:

For materials returned after the due date:

1. Adult Department items (except of items below)-**10 cents per day per item**, including days the Library is not open. Per item fine limit will be \$5.00.
2. Adult Department videos and DVDs-**\$1 per day per item**, including days the Library is not open. Per item fine limit will be \$5.00.
3. Children's Department items **10 cents per day per item**, including days the Library is not open. Per item fine limit will be \$5.00.
4. Children's Department videos and DVDs-**\$1 per day per item**, including days the library is not open. Per item fine limit will be \$5.00.
5. MORE library items (items **not** belonging to Cadott Community Library) will be charged at the fine rate of the lending library. Cadott Community Library is not authorized to reduce/eliminate fines accrued from other MORE library materials. If a patron wishes to contest fines they must do so directly with the owning library.
6. Interlibrary Loan (ILL) items-the same charges as for Cadott Community Library items.

B. Maximum Fines for Cadott Community Library owned materials:

1. Maximum Fine per Item

\$5.00- For all items

2. Maximum Total Fine (per card) will be reduced to \$25.00 if paid all at once, with the following stipulations:

- i.** Payment must be made at the Cadott Community Library
- ii.** Fines will be reduced a maximum of 4 times per card.
- iii.** Replacement fees, collection agency fees and billing fees will not be reduced. This applies to only overdue fines.
- iv.** Fines from other libraries cannot be reduced or removed from the account.

C. Suspension of Library Card Privileges:

Library card privileges will be suspended until the resolution of any of the following conditions.

1. The customer has been issued a **second overdue notice** for one or more overdue items.
2. The customer has not paid for a **lost or damaged** item.

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3. The customer has not returned or paid for **missing parts** by the time that the item would have had a second overdue notice.
4. The customer has **unpaid fines of \$10.00 or more.**
5. If a payment is returned for Non-Sufficient Funds (NSF) the account will be suspended until cash payment/money order is received, **including a \$15.00 service charge.**
6. **Court action** has been initiated against the customer by any Indianhead Federated System library.
7. The customer has moved and left **no forwarding address**, or has moved from our Reciprocal Borrowing area.
8. The customer has **one or more overdue interlibrary loan (ILL)** items.

V. LOST OR DAMAGED MATERIALS

A. Replacement Costs:

1. Full replacement cost will be charged for any cataloged materials that are lost or damaged so badly that they have to be replaced (as determined by Library staff).
2. Lost A/V materials (DVDs, audiobooks, CDs and VHSs) will also be charged with a \$5.00 replacement fee to replace the case. If the case is returned, this fee will be waived.
3. Periodicals-the minimum replacement cost is a \$5.00 service charge.
4. Other MORE Library items-the replacement costs will be determined by the lending library. Payment will be made directly to the owning library.
5. Interlibrary Loan (ILL) items-the replacement costs will be determined by the lending library. Payment will be made directly to the owning library.

B. Lost Item Found:

If a lost item is found and returned to the Library within 30 days after payment, the customer will get a refund through the Village Treasurer if the item is in useable condition. The library receipt/or copy of a check must accompany the returned item to receive a refund.

C. Damaged Materials:

The borrower may keep any damaged materials for which full replacement cost has been paid.

D. Minor Damage:

1. The charge for minor damage and missing parts is as follows:
 - a. **\$5.00** for a **plastic bag** Juvenile kits.

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- b. **\$5.00** for a **case** for video, CD-ROM, DVD, audiobook, or CD.
- c. **\$1** for **book jacket**.

2. **The mending/cleaning service charge** may be charged for any item that cannot be immediately returned to circulation. This will be determined by the library staff.

E. Continued Delinquency:

Persons failing to return materials and/or pay for damaged materials may be subject to prosecution under section 943.61 Wisconsin State Statutes or may be referred to the Village's Attorney's office for Court action. When judgment are found in favor of the Library, the person will be assessed court costs, plus an additional \$25.00 Library Delinquency Account Fee. The Library may also choose to use a collection agency to retrieve delinquent materials. Any costs to the Library may be passed on to the customer.

VI. RESPONSIBILITY FOR THE ADMINISTRATION AND INTERPRETATION OF THIS POLICY RESTS WITH THE LIBRARY DIRECTOR.

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Signed by the Cadott Library Board of Trustees

Date: 9/14/15