

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I accept responsibility for library materials borrowed with the library card issued to me until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date and to reimburse the library for materials that are lost, damaged, or stolen.

Signature _____

Identification is required. A driver's license is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after three years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The first replacement card is free. After that, replacement card cost is \$3.00.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

Current loan periods for items are the following:

- Books, audiobooks: 28 days
- Magazines, audio music CDs: 14 days
- DVDs: 7 days
- Interlibrary loans are due the date indicated by the lending library.
- Short-loan items (items with a large number of holds): 14 days
- All items (with the exception of Interlibrary Loans and Short Loan items) may be renewed up to 3 times as long as there are no holds on the selected item.
- Reference items do not circulate in general, but special requests may be made.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

There is a limit of 75 items a patron can borrow at one time, 25 of which may be audiovisual materials (audiobooks, DVDs, music CDs, etc.).

D. Reserves

Reserves may be placed by patrons either in person, online, or over the phone. There is a limit of 25 items that may be placed on reserve. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

There are fines for overdue materials, with the exception of children and teen print materials which are fine free. Overdue notices will only be emailed to patrons that have provided an email address. If any material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons

who have fines of \$5.00 or more shall be denied borrowing privileges until the fines are paid. Any items not returned after the bill has been sent will be forwarded to the City Police Department for further processing under city ordinance 54-127.

F. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

G. Confidentiality

As specified in *Wisconsin Statutes 43.30*, "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, or to libraries authorized under subs. (2) and (3)."

The Kewaunee Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Updated and Approved January 19, 2022