

Crandon Public Library

Circulation / Fine Policy

NOTE: All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director that is disputed may be taken to the Library Board. Decisions made by the Library Board are final.

REGISTRATION

1. Individuals wishing to check out materials from the Crandon Public Library must have a valid public library card. A free card is issued to any resident of the state of Wisconsin who presents identification and proof of current address. Examples of such identification include:

- driver's license
- check book
- utility bill

Note: Out-of-state residents who own property in Forest County may obtain a library card without charge by verifying the local property address via the Forest County Land Records website.

Library cards will NOT be issued to anyone who cannot present proper identification and proof of current address.

2. Children of any age are eligible for a library card. The custodial parent or legal guardian is required to sign his/her child's library card application for anyone under the age of 18, and provide identification for the address.

6. In the event that a library card is lost, it will be replaced at the cost of \$1.00 per card.

CHECK OUT, RESERVES AND RENEWALS

1. It is greatly preferred that cardholders present their library cards when checking out materials but another form of identification will be accepted if the information it contains matches that in the library's patron file.

2. Anyone presenting a valid library card will be considered entitled to the information associated with that card.

3. Any cardholder may request an item that is checked out. No item may be held by or for a specific date. Holds may be placed either in person, over the telephone or online. Placing a hold requires a library card number.

4. Once a cardholder has been contacted regarding the availability of an item on hold, the item will be placed on the hold shelf for ten days. If the item(s) is not picked up within ten days, the item will be returned to the shelf or in the case of an interlibrary loan, returned via the next courier shipment.

5. If no holds have been placed on them, most library materials may be renewed for an additional time period according to the established loan period table. Renewals may be made in person, over the telephone, or online.

6. Overdue items may be renewed if requested in person or over the telephone. Cardholders will be advised of the overdue charge at the time of the renewal.

LATE CHARGES, FEES, & OVERDUES

1. Late charges are charged on materials that are not returned on time. The daily overdue rate is \$.10 per day.

The maximum amount of a fine will be the replacement cost of the item plus a \$5.00 processing fee.

2. The library contacts patrons on overdue materials as a courtesy. Cardholders may choose to be contacted by e-mail or printed mail notices. Three contacts are attempted according to the following general schedule:

- 1st notice 7 days overdue
- 2nd notice 21 days overdue
- Final notice 35 days overdue

At 45 days overdue, items are converted to a "Lost" status, and borrowing privileges are suspended.

3. Charges are assessed on library materials that are returned damaged or have been lost.

Damaged materials. Damage charges will be assessed depending on the extent of the damage and availability of replacements.

Lost materials. Items not returned will be declared lost approximately 45 days after the due date. At that time, the cardholder will be assessed a replacement charge for the item that is made up of the current list price of the item plus a \$5.00 processing fee.

The library will not accept replacement copies of lost materials in lieu of payment of charges.

When a formerly lost item is returned to the library within six months of payment, the customer will be entitled to a refund of the replacement amount paid less the current fine.

SUSPENSION OF BORROWING PRIVILEGES

Persons owing \$5.00 or more in outstanding and accruing fines will not be allowed to check out materials, renew or reserve items and/or use the public access computers until fines are paid.

Borrowing privileges are reinstated immediately upon payment of charges and/or return of delinquent materials.

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

Approved: 6.23.09