
CRANDON

PUBLIC LIBRARY

The Crandon Public Library is serving more people and checking out more materials than ever before. To ensure materials are returned on time and available when you want them, the Crandon Library Board is instituting a new policy which will better protect library materials and help us recover overdue items.

LIBRARY CARD PRIVILEGES

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 and/or utility bills.*

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.

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.

In the event that a library card is lost, the replacement cost will be \$1.00 per card.

RECOVERING OVERDUE MATERIALS

We understand that sometimes it is difficult to remember to return library books on time. Therefore, we are pleased to offer a free e-mail reminder three days before items are due. It's easy to sign-up for this service; just ask at the front desk.

Most library materials check out for two weeks and may be renewed up to two additional loan periods if they are not reserved for another patron. Yet there are still patrons who do not return materials on time. **Therefore beginning July 15, 2009, the Library will be charging overdue fines for materials that are not returned on time. The daily overdue rate is \$.10 per day per item.**

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

As a courtesy, the library will contact patrons when item(s) are overdue. Three contacts are attempted according to the following schedule: 1st notice at 7 days overdue, 2nd notice at 21 days overdue and a final notice at 35 days overdue.

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

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.

We hope you enjoy all the Crandon Public Library has to offer. Please return your library materials in good condition and on time so everyone has an equal opportunity to use the City Library's many resources. Thank you.
