

Hazel Green Public Library Circulation Policy

Philosophy

The Library must balance its mandate to supply information with the need to monitor and retrieve materials so they are available for others. The Library seeks to place as few restrictions as possible on the flow of information, while protecting the community's Library assets.

Library services are available without discrimination to individuals of every age, gender, race, lifestyle, or economic status. Basic library service is free for inhabitants of the library's service area. The only fees levied are for lost items, copying and printing charges, and discarded items. These fees are collected solely to recuperate material costs and are not to be a sustaining source of revenue for the library.

1. Item checkout periods

- a. Books, magazines, and Audio Books may be checked out for two weeks with two renewals, except for new releases which may not be renewed
- b. DVDs may be checked out for one week with one renewal, except for new releases which may not be renewed
- c. Bookmobile (St. Joseph's) patrons receive flexible loan periods

2. Item checkout limits

- a. Limits are capped at 10 total items per account. The librarian may exceed this cap by a reasonable amount when dealing with juvenile books, educators, or for other special reasons.

3. Overdue, lost, and damaged books

- a. Ultimately, the patron is responsible for returning items in a timely manner to the library. While the library charges no direct fines (a donation to the Hazel Green Food Pantry is encouraged), patrons will be held responsible for lost or damaged items.
- b. Patrons with unresolved fines or other charges or lost items may be denied borrowing privileges until such charges are paid or materials returned. The library staff makes the determination on a case-by-case basis.
- c. Claimed returns are accepted and noted on patron records; repeated claims may be subject to review and action by the staff. Claimed returns may be subject to a fee of \$3.00 if the item is not found in the collection.
- d. Patrons will be notified via e-mail of overdue items.
- e. After 60 days, and failing e-mail contact, the librarian may call or mail the patron to remind them of overdue books.
- f. Patrons are contacted via US mail when 90 days have elapsed. Books are considered lost after a 90-day period and are referred to the Hazel Green Police Department for collection.

- g. At the director's discretion, lost item fees may be waived in extreme cases such as fire, flood, medical issues, or death.
- h. Damage is charged at the discretion of the Library staff, not to exceed the original cost of the item

4. Patron Accounts and Cards

- a. Eligible Borrowers
 - i. Residents of the area encompassed by the Southwest Wisconsin Library System.
 - ii. A resident of any other City or County in Wisconsin with which the Southwest Wisconsin has a reciprocal borrowing agreement and who has a valid library card from the library serving their permanent residence.
 - iii. Patrons who are not eligible borrowers are encouraged to use materials and equipment within the library
- b. When applying for a card, patrons must furnish proof of identification and fill out an application form. For individuals under the age of 18, a parent's driver's license number and signature is required.
- c. Patrons are encouraged to present their library card during checkout
- d. Patrons are encouraged to associate an e-mail address to their account for an easy reminder of late or lost items.
- e. Books may not be checked out by a proxy
 - i. The individual checking out books must have items placed on their card and cannot use the account of a person who is not present.
- f. Accounts will be flagged for removal after three years of inactivity
 - i. A patron may request a new card provided they do not have a previous balance

5. Inter-library loans

- a. Patrons may request books throughout the Southwest Library System by contacting the librarian or via the library's online catalog.
- b. Items designated as "new books" are not eligible for inter-library loans until the state has been removed. Exceptions may be made by the staff.
- c. The above checkout limits and periods for Hazel Green Public Library also apply to items that are received through inter-library loan.
- d. Other libraries in the Southwest Library System may charge overdue fines for late items loaned to Hazel Green Public Library patrons.

6. Miscellaneous Fees

- a. Photocopies and Print materials:
 - i. 8 ½ x 11 Black-and-white: \$0.10
 - ii. 8 ½ x 11 Color: \$0.25
- b. Discarded materials for sale
 - i. Hardcover: \$0.50
 - ii. Paperback: \$0.25
 - iii. Bag of books: \$3.00

Administration of this Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 28th day of April, 2014.