

Circulation Policy of Hazel Green Public Library

This policy and associated appendices have been approved and adopted by the Hazel Green Public Library Board of Trustees on this, the 24th day of May, 2021 .

Philosophy

The Library seeks to place as few restrictions as possible on the flow of information, while protecting tax-payer's Library assets and ensuring retrieval of said materials so they are available for everyone. Library services are available without discrimination to individuals of every age, gender, race, lifestyle, or economic status. Library service is free for inhabitants of the library's service area. Although in-house use of items is free of charge, out-of-state residents and temporary (less than six months) users will have fees associated with borrowing privileges. Fees will be levied to any patron regardless of residence for lost or damaged items, and for copying and printing services. Fees are not meant to serve as a source of revenue for the library but are meant to recover material costs and to protect the assets bought with tax-payer money.

Administration of this Policy

The Library Director is responsible for the administration and interpretation of this policy. Members of the public with concerns may request a *Statement of Concern Regarding Library Materials, Services, or Operations* form at the circulation desk, fill it out, and return it to the Director.

1. Item Checkout Periods

- a. Books, magazines, and audiobooks may be checked out for four weeks with a possible one week renewal
- b. DVDs may be checked out for two weeks with a possible one week renewal
- c. Book club books, 'Bookmobile' (St. Joseph's Catholic School) items, and check-outs by institutions are allowed flexible loan periods
- d. Patron requests to extend due dates may be considered by Library staff on a case-by-case basis. If the item has reserves/holds or is popular or new, it is less likely that the due date will be able to be extended. The Southwest Wisconsin Library System interlibrary loan standards indicates that other libraries' items may have stricter timelines.

2. Item Checkout Limits

- a. Limits are capped at 35 total items per account. Staff may exceed this limit by a reasonable amount when dealing with juvenile books, educators, or for other special reasons.
- b. No more than 10 DVDs may be checked out at a time.
- c. If items are lost/damaged repeatedly or are consistently overdue the Director reserves the right to impose a checkout limit on the number of "Newly Acquired" items and/or to lower the total number of items checked out on specific patron accounts. To notify staff of changes, a message should be attached to the patron's record.
- d. If a patron has a lost item or fees adding up to \$5.00 or more the patron will not be able to checkout any items until these fees have been paid.

3. Overdue Items

- a. While the Library does not charge overdue fines, patrons are encouraged to provide a community service offering by donating non-perishable food items in person at the library. Items will be donated to the local food pantry. .
- b. Food pantry items are not to be put in the drop-box due to the harmful impact they can have on library materials they may land upon. Additionally, staff would be unable to identify to which patron the reconciliation would belong.
- c. Ultimately, the patron is responsible for returning items in a timely manner to the library. There is a drop-box in the entryway of the Village Hall building for returning library items at any time that is convenient for the patron. Library items may also be returned at any of the Southwest Wisconsin Library System member libraries.

4. Lost or Damaged Items

- a. Patrons will be held responsible for lost or damaged items.
- b. Replacement-rather than payment-of a lost or damaged item must be approved by the Director. Replacements for highly circulated items may have already been bought and the cost of the item may be better utilized for a different library material. Unresolved fees or lost or damaged items may result in a blocked account until fees are resolved or items are returned or replaced.
- c. Lost items on an account may **not** be resolved with a donation to the local food pantry.
- d. 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 within 6 months.
- e. Patrons will be notified via mail or e-mail of overdue items.
- f. After 30 days overdue, and no communication from a patron regarding the overdue items , staff may phone to remind the patron.
- g. Items that are not returned or paid for are considered Lost after a 45-day period and may be referred to the Hazel Green Police Department for collection (Wisconsin State Statute 943.61).
- h. At the Director's discretion, lost item fees may be waived in extreme cases such as fire, flood, medical issues, or death.
- i. Damage fees are charged at the discretion of the Director; damage costs are not to exceed the original cost of the item.

5. Inter-library loans

- a. Patrons may request books throughout the Southwest Wisconsin Library System by accessing their account via the library's online catalog or by contacting Library staff.
- b. Items designated as "Newly Acquired" are not generally eligible for inter-library loans until the status has been removed (typically after two months).
- c. Other libraries in the Southwest Wisconsin Library System may charge overdue fees for late items loaned to Hazel Green Public Library patrons. Patrons may reconcile their accounts at the Hazel Green Public Library with cash or a check. Fees of \$10.00 or more may be paid at the Library, but are required by the library system standards to be sent to the library where the fees originated.

6. Patron Accounts and Cards

a. Types of cards

i. Wisconsin Resident System Card

Public libraries in Wisconsin are members of a public library system based on where they are located. Membership in the public library system allows for borrowing privileges at other system member public libraries, inter-library loan within a geographic area and use of digital collections and databases. Residents of Wisconsin pay specific taxes that are allocated and collected by the state for library system services. Resident System Cards will expire after three years at which time the patron's information will need to be updated.

ii. Non-Wisconsin Resident Temporary/Non-Wisconsin Resident Single Location Card

People who live in other states are more than welcome to utilize the items and services in the library for no charge. Non-Wisconsin residents may be granted borrowing privileges from the Hazel Green Public Library for the annual price of \$35 to be paid to the Hazel Green Public Library. This card will not grant access to member libraries, interlibrary loan, or digital collections and will expire after one year.

iii. Non-Wisconsin Resident System Card

Non-Wisconsin residents who wish to access more than the Hazel Green collection may pay for borrowing privileges from system member libraries, interlibrary loan, and *some* of the digital collections and databases. This fee is charged by the system. Payment of \$100 is to be paid annually to the Southwest Wisconsin Library System where the fee will be placed into a reserve fund to benefit all member libraries. This fee is in addition to the single location card fee, bringing the total to \$135. This card will also expire after one year. The State of Wisconsin's contractual obligations with specific digital collections or databases may still place restrictions on this card.

b. Application process

- i. When applying for a card, patrons should provide proof of identification, proof of address, and must fill out an application form.
- ii. Individuals under the age of 16 must have a parent/guardian agree to be responsible for the items borrowed by presenting their State-Issued ID and giving their signature.

- iii. If identification and address are unable to be verified, access to library resources may be restricted.
- iv. Patrons are encouraged to provide an email address and to keep their personal contact information current for reminders of reserves, and overdue/lost items.
- c. Patrons are encouraged to present their library card at checkout; other libraries may refuse service without the card.
- d. Items may not be checked out by a proxy
 - i. The individual checking out items must have all items placed on their card and cannot use the account of a person who is not present.
 - ii. Some exceptions may be made at the discretion of staff on a case-by-case basis. A patron may choose to have a message attached to their account specifying who is allowed to check-out under his/her own name.
- e. Accounts will be removed after two years of inactivity unless significant fees have accumulated.
- f. A former patron may request a new account provided they do not have a current account that could be updated with correct address or name changes or an account with which fees are associated.
- g. For special services, such as the 'Bookmobile', the Director may choose to allow the Non-Wisconsin resident students to utilize the school's Wisconsin address to ensure all the children at the school have equal access to materials through the system card. In these cases the expiration date will be set for one year.

7. 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
 - iii. Up to \$1.00 of copies may be paid for through a donation of one non-perishable food item, not to exceed five items or \$5.00 worth of copies.
- b. Withdrawn materials for sale
 - i. DVDs: \$1.00
 - ii. Hardcover Books: \$0.50
 - iii. Paperback Books: \$0.25
 - iv. Bag of sale items: \$3.00