

# **Circulation Policy**

## **A. Loan periods for items checked out of the Grantsburg Public Library**

- 3 weeks: books, audio books, cake pans, travel-with-me-packs, memory kits, magazines, films (Films with a waiting list will circulate for one week).
- Interlibrary loans (outside the NWLS) are due on the date indicated by the lending library and any renewal would need to be requested from and accepted by that lending library.
- Reference books and *Make It Kits* do not circulate.

Patrons may not exceed borrowing 40 books and 10 films at one time from Grantsburg Public Library.

All materials may be renewed twice if there is not waiting list on that item. Patrons can renew items by calling, stopping in, or logging onto our website with their library card number.

In concurrence with NWLS policy: Rules for circulating at my library will apply to all items checked out by all patrons at my library. Also in accordance with NWLS policy, the Grantsburg Public Library may collect fines levied by another library and, if they do not exceed \$5.00, may keep said fines. If the fines exceed \$5.00, they shall be remitted to the fining library. The Grantsburg Public Library may not waive fines levied by another library on items checked out from the other library.

## **B. Fines and charges for overdue and lost items of the Grantsburg Public Library**

- 10¢-per-day: Overdue books, films, audio books, cake pans, travel with me packs, memory kits, magazines, films.

A first notice is sent after the material is due. If the material is not returned within one month, a bill will be sent for the cost of replacing the material, including a service charge for processing, cataloging and postage. Patrons who have overdue materials or who have accrued fines of \$5 shall be denied borrowing privileges and use of the computers until the materials are returned and the fines paid or until the material is paid for if lost and/or damaged. Fines will be capped at \$2.00 per item, with the exception of films. Film fines will be capped at \$5 per item.

When patrons have overdue materials a first notice is sent after the material is due via the email address or phone number on file in the patron's account. If the material is not returned within a designated period, a second notice and, finally a bill will be mailed for the replacement cost of the material.

Items checked out from another system library will be subject to the fine policy of that library although items may be returned to them through Grantsburg Public Library.

## **C. Damaged material**

If materials are damaged and judged by the Library Director as unsuitable for the collection, the patron must pay the replacement cost. Once payment has been made, the damaged material will belong to the patron. A service charge of \$5 for processing, cataloging and postage will also be assessed. In the event that an individual subsequently finds and attempts to return the lost item that has been paid for, the library will not return the patron's monies.

## **D. Lost or forgotten cards**

If a patron loses his/her library card, s/he should request a replacement. Borrowers who need to replace a lost card will be charged \$3.00 for each new card issued. This fee will help defray the cost of the new card and any administrative tasks involved with issuing a replacement card.

# **Circulation Policy**

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items or use the computers. If a patron forgets their card a state-issued identification is accepted. Children not yet eligible for a state-issued identification can verify their information by stating their birthday.

If a patron has demonstrated continued disregard for library loan rules and other regulations, the Library Director may establish check out limits for that patron which will remain in effect until the director is satisfied with improved patron compliance.

## **E. Reserves**

Patrons may place reserves on material by the following methods: in person, over the phone or via the web. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

## **F. New and Now Collection**

There are no holds on any New and Now items. Items are not renewable. Items should be returned to their home library location.

New and Now items shall circulate for the following loan periods:

- Films (DVD, Blu-Ray, etc.) collection materials circulate for a 3-day loan period. Overdue fines are \$1.00 per day.
- Book and audiobook collection materials circulate for a 7-day loan period. Overdue fines are 50¢ per day.

## **G. Confidentiality**

All patron records are regarded as strictly confidential and 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 or to persons the patron has authorized to access their records.

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 used 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)."

**Grantsburg Public Library**  
**Approved by the Library Board of Trustees 4/5/2017**  
**Revised 9/6/17**  
**Revised 10/2/19**  
**Revised 05/06/20**