

# **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.

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**

The Grantsburg Public Library's mission is to provide access to materials and services to the entire community. We believe that overdue fines are a barrier to library access. Therefore, the Grantsburg Public Library will not charge overdue fines for late materials to any patron who returns their library materials in an undamaged condition. Patrons will still be charged for lost or damaged items.

In order to make library materials available to the community as efficiently as possible, library patrons should respect the due dates on all items and are encouraged to renew items that they wish to keep past their due dates. To assist patrons, the library shall generate courtesy notices and overdue notices. Overdue notices are sent as a courtesy reminder, and the library will not be held responsible for notices that are misdirected.

- A first level overdue notice is generated when the material is one week overdue. Patrons with an email address on file will be sent the first level notice by email. In order to limit the time and expense of sending notices, first level overdue notices will not be sent via letter.
- A second level overdue notice is generated when the material is two weeks overdue. Patrons will be sent the second level notice by email or mail.
- Any materials more than four (4) weeks past due will be considered lost and will be billed to the patron at the current replacement cost plus a service charge of \$5 for processing, cataloging, and postage. A replacement fee notice will be sent by email or by letter. If the value of the item is unknown or if the item is irreplaceable, the processing fee plus a charge equal to the value of the lost item or the cost of an equivalent item, whichever is higher, will be assessed.
- A patron with \$10 or more in charges on their library card due to lost or damaged items shall not be permitted to check out any additional items.

## **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.

**Grantsburg Public Library**  
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## **D. Lost or forgotten library 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.

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.
- Book and audiobook collection materials circulate for a 7-day loan period.

## **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)."