

## E. Circulation

### *Library Cards*

Applicants are required to provide one form of identification showing name and current Wisconsin residential address before being issued a library card. The identification presented must be adequate for verifying that the person is who he or she says, and that the address is current (including for part-time residency). Staff are authorized to determine whether the form of identification presented is adequate for these purposes and what constitutes acceptable identification in special circumstances.

The patron (*Singular*) whose card is used to borrow materials has sole responsibility for the return of such materials. A patron may use another's library card to borrow materials only with the consent of that other person, and such practice is discouraged by the library. Consent by that other person must be noted in the library's catalog in order for the consent to be considered valid by library staff. – *Revised 2/23/2015*

### *Lending Periods*

Books, magazines, CDs and audio books have a lending period of two weeks. Videos and DVDs are lent for seven days. Interlibrary loan materials follow the same guidelines. Equipment lending periods vary. Materials are due by library closing time on the due date indicated and will be considered returned the following day if returned after closing time. – *Revised 1/20/2015*

### *Limits*

There is a limit of 5 DVDs per cardholder. Interlibrary loan items do not count toward the item totals. – *Revised 3/3/2020*



### *Renewals*

Renewals are allowed in person, by e-mail, phone, or through the online catalog for most items. Renewal limits are set for circulation types and vary by type of item.

### *Reserves*

Patrons may reserve an item by asking the librarian to denote the reserve on the patron's card, or by placing a hold request through the online catalog. Library staff will call the patron as soon as the material becomes available.

### *Overdue Materials*

If a material is overdue, library staff will call the patron to remind him or her of the overdue material. Library staff will make two attempts to reach the patron by phone. If the material is still not returned, a notice detailing the overdue materials will be sent to the patron, with a deadline for the return of the materials. If the materials are not returned by the deadline, the patron will be charged replacement cost for the item. Failure to return materials or pay the replacement cost will be considered theft (see item G. below).

### *Minors*

Responsibility for choosing materials for minors' rests solely with the minor's parent or guardian. The library is not responsible for materials considered inappropriate by a minor's parent or guardian. A parent or guardian may request that a specific message be put on the computer to restrict borrowing by minor children, but the ultimate responsibility for material selection rests with the parent or guardian.

### *Equipment*

Borrowers must present a valid library card in order to check out equipment and provide proof of age. Unless a parent or guardian is present, borrowers must be 16 years or older to check out all equipment except headphones.

A deposit (cash or check) is required for some equipment except headphones. The deposit will be returned when the equipment is returned in proper working order and with all parts. Or, the patron may leave deposit on file (checks must be reissued each year). The patron agrees to cover the cost of damage and/or cost of replacement of any or all lost parts.

Library staff will check that equipment and all parts are returned in working order and/or are fully charged before checking out to the next patron. Therefore, the Nook e-reader and VCR may not be available for immediate checkout upon return by the previous user (Note: Staff will not be able to check working order of VHS-C Adapter Cassette).

If equipment does not work when returned or stops working while checked out, the library must be notified prior to the equipment being checked back in. If library staff discover broken or lost parts after the equipment is checked back in, the library will charge damage or replacement fees to the last patron to use the equipment.

Equipment may not be returned in the book drop or left outside the building when the library is closed. It must be returned during library open hours. If equipment is left outside or attempted to be returned in the book drop, the patron's cash deposit will not be refunded and the library director may, at his or her discretion, assess an additional fine based on damage and/or theft of the equipment not to exceed the cost to replace the equipment.

Albertson Memorial Library is not responsible for edited or altered software or audiovisual materials or damage to personal computers or audiovisual equipment due to the use of library equipment and materials.

Borrowers agree to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.



### **F. Fines**

The Albertson Memorial Library does not assess late fees. When borrowing material through ILL from a library that does charge late fees, those fees will continue to be assessed.

### **G. Loss/Damage/Theft**

#### *Library Cards*

Lost or destroyed library cards will be replaced by the library at the cost to the patron of \$1 per card.

#### *Damage*

Damaged materials will be reviewed by the Director on a case-by-case basis. Materials that are severely damaged may need to be replaced at the patron's cost. Partially damaged materials may be repaired, with a charge to the patron approximately equal to the cost of the repairs necessary.

### *Partial Return*

A CD returned without its booklet will cause a charge to the patron of \$5, and a CD returned without its case will cost \$2. A CD returned without a case or a booklet will cost the patron \$7. If a patron returns only the CD case without the CD inside, the patron will first be called to return the CD. If the CD is not returned within one week, the Head Librarian may replace the entire CD at full replacement cost to the patron.

A video or DVD returned without a case or booklet (or both) will cost the patron \$5. If a patron returns only the case without the item inside, the patron will first be called to return the item. If the item is not returned within one week, the Head Librarian may replace the entire video or DVD at full replacement cost to the patron.

Other materials partially returned (e.g., book and CD sets with one or the other missing) will be determined on a case-by-case basis by the library director, depending on the age of the material, its value to the library without the other part, and the cost to replace the set.

A patron may not be charged more than full replacement cost for partial return of a library item.

### *Lost or Nonreturned Materials*

Lost or nonreturned materials will be charged a replacement cost. The replacement cost will be determined by using the cost listed for the item in the circulation software, or by checking Amazon.com for the list price. If the material is older, a determination will be made by the Director whether or not to replace it based on its age and value to the library collection. If no cost is listed or the item is too old to be shown on Amazon.com, the Director will determine an appropriate replacement fee based on market value of a similar item.

### *Theft*

When the library staff has followed the overdue policy above and an item is not returned, nor is its replacement cost paid, it will be considered theft. The library staff then has the right under Albany Ordinance §1-19 and §202-11, and Wisconsin Statutes Section 943.61 to pursue the matter with the proper authorities. See Appendix B for the applicable Albany Ordinances and Wisconsin Statutes.

A person observed to be removing a library-owned item from the library without first checking it out properly will be subject to the provisions of the Albany Ordinances on theft of library materials (see Appendix B).