

## **IX. Circulation Policy**

### **A. Registration**

- All borrowers must be registered and must have a valid local or library system patron card to borrow library materials.
- Patrons must fill out an application form to register for a new library card. Applications will require acknowledgement that customers will follow library policies, provide library card or identification upon check-out, and pay any fines or fees for lost or damaged materials
- Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.
- Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.
- Materials cannot be checked out until a library card is issued.
- All library cards expire according to the shared library system policy.

### **B. Lost or forgotten cards**

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, must bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

### **C. Loan periods**

1. 14 days check out for new fiction and non-fiction.
2. 21 days for books and audio books.
3. Reference books do not circulate. Upon request, some reference materials may be checked out for a special period.
4. Interlibrary loans are due the date indicated by the lending library.
5. Books may be renewed three times if there is not a waiting list for the title.
6. Current issues of periodicals do not circulate.
7. Non-current periodicals may be checked out for 14 days and may not be renewed.
8. 14 days for compact discs.
9. 7 or 14 days DVDs.
10. Owning libraries within any shared catalog may place further limitations on their materials.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format. Maximum checkout limits will follow library system standards or policy.

### **D. Reserves**

Reserves may be placed by patrons in person, over the phone, or online. Patrons will be notified when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

**E. Fines and charges**

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge.

**F. Damaged materials**

Patrons must pay replacement and processing fee costs for any materials deemed too damaged to circulate. A notice of these charges will be sent to the borrower. Regular wear and tear of materials is expected.

**G. Confidentiality**

As specified in *Wisconsin Statutes 43.30*

The L. D. Fargo Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users. Patron privacy is of utmost importance.