

Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Purpose

The purpose of this circulation policy is to offer the materials of the Edward U. Demmer Memorial Library to as many people in as efficient a manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly owned materials can be encouraged.

Registration

Eligible borrowers include:

- Residents of Oneida County.
- Residents of other Wisconsin counties and/or states who own property within Oneida County.
- Residents of any other municipality with which Wisconsin Valley Library Service has a reciprocal borrowing contract, and who have a valid library card from the library serving their permanent residence.
- Regular/seasonal visitors who provide a local mailing address and phone/cell phone number.
- Residents of area counties outside of WVLS who provide a permanent address and phone.

Obtaining a Library Card:

Adult Borrower's Card

Persons eighteen (18) years and older must show photo identification with name and current address to apply for an adult borrower's card. Acceptable forms of ID are a Driver's License or other government-issued ID.

Juvenile Borrower's Card

Persons under eighteen (18) years of age may apply for a borrower's card with parent or guardian's signature.

It is the library's belief that the parent must assume responsibility for the selection of materials for his/her child. If a parent or guardian requests that the library restricts access to the adult collection for his or her own child, the library will not check out adult materials to the child, and/or allow physical access to the adult collection until the child reaches the age of eighteen (18) or until a parent deems otherwise. The child may be allowed to check out adult materials and/or access the adult collection if the child is accompanied by his/her parent or legal guardian. A signed restriction form with the parent or guardian's signature must be on file at the front desk for this policy to be in effect.

Expiration and Deletion of Borrower Records

A borrower's card will expire annually to ensure patron contact information is up-to-date. A borrower's registration may be deleted from the system when it has not been used for five (5) years. The patron will be eligible to re-register, following the guidelines above.

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Authorization of Use of Borrowers’ Card

The library will assume that anyone in possession of another person’s Wisconsin Valley Library System card is authorized by that person to use it to check out and renew materials and to inspect any of their records.

Replacement Cards

A replacement cost of \$.50 (fifty cents) will be charged for lost or damaged borrowers’ cards.

Loan of Materials

Circulation Time Periods

Loan periods are aligned with recommendations of the V-Cat Council of the Wisconsin Valley Library Service and loan periods of WVLS member libraries.

Item Type (all audiences unless otherwise indicated)	Loan Time	Renewals	Renewal Time
New/High Demand Books	14 days	2	14 days
Books	21 days	2	21 days
New/High Demand Audiobooks	21 days	2	21 days
Audiobooks	21 days	2	21 days
New/High Demand Videos	7 days	2	7 days
Non-series Videos	7 days	2	7 days
Series Videos (e.g., TV, multiple disc set)	14 days	2	14 days
Music CDs	14 days	2	14 days
Magazines	7 days	2	7 days
Kits	7 days	2	7 days
Equipment	By arrangement with library staff		
Interlibrary Loan (ILL) materials from outside WVLS (Wiscat)	Per the time specified by the loaning library		

Vacation Loans

Longer circulation periods are available on request for patrons wishing to take materials with them on vacation. Staff may limit this request if necessary.

Renewal of Materials

Materials may be renewed twice provided there are no holds on the item.

Interlibrary loan materials from outside of the WVLS system may be renewed if permission has been granted from the loaning library.

Overdue materials may be renewed. Fines will accrue from the date due to the date of renewal.

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Borrowing Limits

Under special circumstances, Library staff may restrict the number of items checked out, such as new or high-demand items.

A borrower must be eighteen (18) years of age or older to check out equipment. Equipment booking may be made one calendar month in advance.

There is no limit on the total number of library materials a patron may check out as long as the patron abides by the policies outlined above.

Overdue Materials and Fines

Fines

A five-cent (\$.05) per day fine is charged for all overdue items.

If an item is returned with its case and/or parts missing, the item will not be considered returned and will accumulate fines until the missing parts are returned in full.

No overdue charge will be made for the days when the library is closed. Maximum fine per item is the replacement cost of the item.

Patron access to materials will be restricted if the patron owes fines over \$3.00 for lost or damaged library materials, and/or he/she has library materials past due greater than sixty (60) days.

Overdue Notices

A first notice will be sent when any library item is ten (10) days past the due date. When an item is thirty (30) days overdue, a second notice will be sent.

When an item is forty-five (45) days overdue, a final notice will be sent.

After the final notice is sent, a bill stating the fine and replacement cost of each item will be sent.

Persons failing to return materials may be referred to the Three Lakes Police Department.

Lost or Damaged Items

Damaged items will be examined by the library staff who will determine the appropriate fine. Full replacement cost will be required for any materials that are lost or damaged so badly they must be replaced. The library does not accept materials purchased by the patron as a replacement for a lost or damaged item.

The borrower may keep any damaged materials on which he/she has paid the replacement cost.

A patron who finds and returns a lost item which has already been paid for will not be entitled to a refund.

Person failing to pay for damaged materials may be referred to the Three Lakes Police Department.

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Interlibrary Loan (materials obtained outside the WVLS system)

Availability

If the library does not have a title or information readily available, the library staff will make every attempt to obtain it through various interlibrary loan channels.

Patrons who abuse the use of interlibrary loan by repeatedly damaging, not picking up, or not returning materials from another library may be denied the use of interlibrary loan.

Loan Periods

The period of time for which material may be borrowed on interlibrary loan is determined by the lending library.

Interlibrary loan materials may be renewed if permission has been granted from the loaning library.

Fax Policy

Availability

The fax machine at the Edward U. Demmer Memorial Library is available for use by the staff. The staff will operate the fax machine for the public. Library business will receive priority when the library is busy.

Fees

A fee of \$2.00 for the first page sent, and \$1.00 for each additional page will be charged to the public and to staff members using the fax machine for personal use. No fee will be charged for the cover sheet. There will be no charge for faxes to a toll-free or local phone number.

A fee of \$1.00 per page will be charged to the public and to staff members receiving a personal fax.

Copier and Printer Policy

Availability

The copier and Internet printer at the Edward U. Demmer Memorial Library are available for use by the staff and public. The public may operate the copier or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

Fees

A fee of twenty-five cents (\$0.25) per page for the copy machine or printers will be charged for black and white copies and fifty cents (\$0.50) per page for color copies.

The Friends of the Demmer Library, members of the library foundation, or library board of trustees may use the copier at no charge for organization business.

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Due to the number of profit and non-profit organizations working within Three Lakes, the Library cannot offer free copies, and will charge these organizations the regular fee of twenty- five cents (\$0.25) or fifty cents (\$0.50) per page.

Scanning Policy

Availability

The scanner at the Edward U. Demmer Memorial Library is available for use by the staff and public. The public may operate the scanner or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

Fees

The scanning function allows for scanning of document to be sent as a PDF file to an e-mail address. The public will not be charged for use of the scanning function alone. If a printout is made of a scanned document, fees for printing or copying will apply.