

Shiocton Public Library Circulation Policy

A. Registration

- All borrowers must be registered and must have a valid system patron card to borrow library materials. Only one system patron card can be held by an individual, unless a special circumstance is approved by the Library Director (teacher card, etc.)
- Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

- Identification is required. A valid driver's license or student identification is preferred; however, any other valid official photo identification may be acceptable. If the form of identification used does not have the current address, library staff will create the patron account on a case-by-case basis, adding a note to the account to verify the address upon the patron's next visit.
- Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. A parent or guardian must complete the application form in the presence of a library staff member. This parental signature is not required for children who are renewing cards.
- The Shiocton Public Library will not restrict access to materials based on a patron's age, content or rating.
- Materials cannot be checked out until a library card is issued.
- All library cards expire after 1 year. In order to renew a library card registration information must be verified by library staff and all outstanding bills must be paid in full.

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, are expected to bring their library cards with them if they intend to check out items. Valid photo identification may be used to check out materials, however, an individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

- If a replacement card is necessary one will be issued with proper identification. There is no cost to the patron for the first replacement. The second replacement is \$1.00 and any additional replacements are \$3.00 each.

C. Loan periods

- Books, board games and audiobook CD's 28 days. Music CD's and short loan materials 14 days. Short loan media 7 days.
- Materials may be renewed up to three times if there are no outstanding holds. Renewals may be made by telephone if the patron provides the library card number and verifies account information.
- Interlibrary loans are due the date indicated by the lending library.
- 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, e.g., computer software.
- Patrons may have a total of 150 items checked out at a time. Of those 150 up to 50 can be DVD's, music CD's and audiobooks on CD.
- Patrons are able to check out 10 digital materials through Libby/Overdrive at a time, and have 10 holds on digital items.

D. Material Holds

- A hold for an item may be placed either in person or over the phone. Patrons will be notified email, text message or telephone when the materials are available. There will be no charge to the patron for in-system holds.
- Out of system holds may be requested by the patron. Library staff will make every effort to locate and obtain the requested materials. Fulfillment of out of system holds are not guaranteed. There will be no charge to the patron for out of system holds.

E. Fines and charges

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- The Shiocton Public Library is fine free. Materials that are overdue will not incur fines. This applies to Shiocton Public Library items and patrons registered at the Shiocton Public Library. A patron card with fines or bills totaling \$5.00 or more will be inactive until the balance is below \$5.00. This includes being inactive for use of library computers as well as any other services offered.
- Items placed in the outside return box when the library is closed will be checked in the next business day.
- Patrons not registered for email or text notifications are responsible for knowing due dates for materials checked out on his/her card. Receipts are provided at check out that include the due date for each item checked out. Patrons are also able to access their account on infosoup.org.

- Patrons that are registered for email or text notifications will receive reminders when materials are due soon, overdue notices, and renewal reminders. The first overdue notice is sent 3 days after the material is due, a second notice is sent 2 weeks after due the date.
- Patrons with material that is not returned 4 weeks after the due date will be mailed a bill for the replacement cost of the material. If an item has been billed and is returned to the library, the bill is no longer applicable and the patron will not be charged a fine. No refunds will be made for a paid bill.

F. Damaged materials

- If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron will be billed for the replacement cost.
- Materials from the board games collection are subject to a \$1 fine per missing piece, unless the item is deemed to no longer be playable, in which case the patron will be billed for the replacement cost.
- At the patron's request he/she may keep the damaged material if the bill has been paid in full within 30 days of the bill being issued.

G. Confidentiality

- 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 uses 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)."
- The Shiocton Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Adoption Date: June 12, 2013

Revised: September 9, 2025