

## **Chapter 3      Circulation of Library Materials Policy and Overdue Schedule**

### **A. Registration**

1. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 18 must be accompanied by a parent or legal guardian to register for a card. The parent or legal guardian will sign the application card and are the responsible party until the applicant reaches the age of 18.
  
2. All borrowers must be registered at an Outagamie Waupaca Library System Member library and show their library card or proof of identity to borrow materials.
  
3. All library cards are valid for 1 year from the date of issue.
  
4. Individuals must fill out an application form to apply for a library card. Waupaca Area Public Library will accept any combination of the following forms of Identification that verify their identity, birthdate and current address:
  - Valid Wisconsin Driver's License
  - Wisconsin I.D. Card
  - Checkbook with local address
  - Any item mailed to current address
  - Rent Receipt
  - Student ID

If address is in question library card will be mailed to applicant.

5. A replacement fee of \$3.00 is charged for a lost card. Worn or expired cards are replaced at no charge.

### **B. SEE NEXT PAGE FOR CIRCULATION PERIODS AND OVERDUE SCHEDULE**

<b>Adult</b>	<b>Checkout</b>	<b>Fine/Day</b>	<b>Renewals</b>
Audio books	28 Days	\$0.10	3
Books	28 Days	\$0.10	3
Short Loan	14 Days	\$0.10	0
VHS/DVD	7 Days	\$0.50	3
Music	28 Days	\$0.10	3
Magazines	14 Days	\$0.10	3
CD-ROMS	28 Days	\$0.10	3
ILL	User Specified	\$1.00	Upon request
Video Games	7 days	\$ .50	3
Equipment	3 Days	\$1.00	0
<b>Children's &amp; Teen</b>	<b>Checkout</b>	<b>Fine/Day</b>	<b>Renewals</b>
Audio books	28 Days	\$0.05	3
Books	28 Days	\$0.05	3
Short Loan	14 Days	\$0.05	0
VHS/DVD	7 Days	\$0.50	3
Music	28 Days	\$0.05	3
Magazines	14 Days	\$0.05	3
CD-ROMs	28 Days	\$0.05	3

1. Maximum checkout limit for all materials is 75 items.
  - The only media that have a limited checkout maximum are:
    - a. Videos/DVDs are limited to seven per person for the designated loan period.
    - b. Music on compact discs are limited to seven per person for the designated loan period.
    - c. Video Games and CD-ROMS (software) are limited to 2 per person for the designated loan period.

2. Generally, reference books do not circulate, but designated reference materials may be checked out for a limited period.
3. Any items that have holds placed on them are not renewable.

#### **C. Overdue library materials**

1. No card holder with billed materials or over \$5.00 in fines will be allowed to check out additional materials.
2. Adult patrons with fines or bills that restrict their borrowing privileges may not use the card of a minor child to check out adult materials.
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form (by email or postal mail).
4. Maximum fine per item is \$5.00, not to exceed the cost of the item.
5. Schedule for overdue notices and bills is as follows:
  - a. Overdue notice for most materials 10 days after due date
  - b. Overdue notice for movies or designated reference materials 3 days after due date.
  - c. All items are billed 6 weeks after the due date.
  - d. Items from other libraries may be subject to policies of owning library.
  - e. Patron will be charged postage if a bill or registered letter must be mailed.

#### **D. Lost or damaged Materials**

1. If the item is lost or damaged, the patron will be billed for the current replacement cost plus the cost of processing.

#### **E. Refunds**

1. If the lost item is returned within 6 months after the bill is paid, the patron may be refunded the cost of the item less a fine of \$5.00. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.

#### **F. Waiving Fines**

1. Food For Fines drives may be held three times a year. Each drive may not exceed a seven day period. Patrons are asked to bring approximately one item per dollar of their fine.
2. Library sponsored reading incentive programs, may be offered to reduce fines.
3. Fees for lost or damaged items will not be waived.

Approved by the Waupaca Area Public Library Board of Trustees September 14, 1993

Revised 2/01 Mary Keefer, Board President and Gerald A. Brown, Library Director

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