

## **Chapter 2 Circulation of Library Materials 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 16 must be accompanied by a parent or legal guardian to register for a card.
  
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. Patron agrees to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date. I agree to reimburse the library for materials that are lost, damaged or stolen. I agree that this library card may be required to borrow materials.
  
4. Waupaca Area Public Library will accept any combination of the following forms of identification that verify identity, birthdate and current address:
  - Valid Wisconsin Driver's License or Wisconsin ID
  - Passport
  - Checkbook with local address
  - Any official item mailed to current address (ex. utility bill)
  - Rent Receipt
  - Student ID
  
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**

**CIRCULATION PERIODS  
AND OVERDUE  
SCHEDULE**

<b>Adult &amp; Teen</b>	<b>Checkout</b>	<b>Late Fee/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
Movies	7 Days	\$0.25	3
Music	14 Days	\$0.25	3
Magazines	14 Days	\$0.10	3
CD-ROMS	28 Days	\$0.10	3
ILL	User Specified	\$1.00	Upon request
Equipment	3 Days	\$1.00	0
<b>Children's</b>	<b>Checkout</b>	<b>Late Fee/Day</b>	<b>Renewals</b>
Audio books	28 Days	\$0.10	3
Books	28 Days	\$0.05	3
Short Loan	14 Days	\$0.10	0
Movies	7 Days	\$0.25	3
Music	14 Days	\$0.25	3
Magazines	14 Days	\$0.10	3
Video Games	7 days	\$.25	3
CD-ROMs	28 Days	\$.10	3

1. Maximum checkout limit for all materials is 75 items.
2. Movies, music, audio books, and CD-ROMs are limited to twenty-five per person for the designated loan period
3. Video games are limited to two per person for the designated loan period

4. Card holders are limited to 25 Infosoup holds and 5 Out of System holds at one time.
5. 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 late fees will be allowed to check out additional materials.
2. Adult patrons with late fees 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 late fee per item is \$5.00, not to exceed the cost of the item.
5. Schedule for overdue notices and bills is as follows:
  - a. The first overdue notice for all materials is generated 3 days after the due date.
  - b. Overdue items will be billed if not returned 4 weeks after the due date.
  - c. Items from other libraries will be subject to policies of owning library.
  - d. Patron will be charged postage if a bill or registered letter must be mailed.

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

1. If an item is lost or damaged, the patron will be billed for the replacement cost plus the cost of processing.
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will not be allowed to borrow materials from the library until the balance is paid in full.
3. The Library is not responsible for damage done to personal equipment while using library materials.

## **Refunds**

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item less a fee 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.

## **Waiving Fees**

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

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

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