

Borrowing Policy

A core service of the library is the loan of materials. Our library does this by giving those who have library cards access to our collections as well as the collections of the libraries of the MORE consortium and Wiscat (Wisconsin's Resource Sharing Platform).

Library Cards

Free library cards will be provided to anyone of any age. To receive a library card, applicants must present identification and proof of address. Proper identification includes a driver's license, state ID card, student ID card, or any other official ID. Any non-personal piece of mail may be used for proof of address if current address is not listed on the ID.

Temporary cards may be issued to patrons who do not have proof of address and may be used to check out a maximum of three locally owned items per visit.

Children under the age of 18 need their parent or legal guardian to sign their card registration and provide ID and proof of address. Parents and guardians are responsible for the items checked out on their child's card and any fees that may accrue.

Patrons should bring their library cards with them if they intend to check out items. Patrons without their card will be asked to show ID. If they have no ID, they will be asked to verify their birthdate to ensure the correct account.

Lost and Replacement Cards

Lost or stolen cards should be reported to the library. Unless a card has been reported lost or stolen, library staff will assume that possession of a library card by an individual implies that the cardholder authorizes that individual to borrow items on the card.

Stolen or worn cards will be replaced for free. Lost cards will be replaced for a \$1 fee. Staff may also choose to waive the fee at their discretion. Parental signatures are not required for children who are renewing or replacing lost or damaged cards.

Confidentiality of Library Records

As described in Wisconsin State Statute §43.30, public library records that identify the names of library users, especially as they connect users with materials or services used, are confidential. Library records for individual users are for the sole purpose of protecting public property. No library records shall be made available to the public, press, or a governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law.

Rights of Minor Patrons The library does not restrict any library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in place of the parent. In accordance with the American Library Association's statement, "Free Access to Libraries for Minors" the library

maintains that parents and/or legal guardians have the right and responsibility to restrict access of their children – and only their children – to library resources. Parents or guardians who wish their children not have access to certain materials should accompany or otherwise advise their children.

Item Loan Periods

- Three week items: books, CDs, video games, magazines, and puppets
- Two week items: high demand books, DVD TV series, and hotspots
- One week items: DVD movies

Items from any MORE library may be renewed twice if there is not a waiting list for them. Local items may be renewed by staff more than twice if there is not a waiting list.

Items on Hold

Patrons need to either pick up their own holds, give their library card to the person they want to pick up their hold items, or designate who has permission to pick up their hold items by filling out the Holds Pickup Permission Form that is available at the Checkout Desk. Anyone listed on the form who is picking up hold items may be required to show ID.

Overdue Items

Late fines are not charged for items checked out at our library. Other MORE libraries may charge late fines on items checked out at their libraries, depending on their policies.

If an item is not returned within the designated loan period, overdue notices will be sent at 7 and 14 days, followed by a bill at 28 days for the replacement cost of the item.

If a hotspot is not returned within the designated loan period, the device will be deactivated and overdue notices will be sent at 2 and 5 days, followed by a bill at 7 days for the replacement cost of the item.

Items will not be checked out to any patron with replacement charges on their account, or anyone owing more than \$10 on their account.

Damaged Items

Patrons are responsible for all items checked out on their card, and are liable for any losses or damages that may occur to library items. The library will notify the patron of payment due for the replacement or repair of the lost or damaged item.

Library items are considered damaged beyond use if the item is returned with obvious signs of damage such as, but not limited to: liquid damage, torn or marked covers or pages, and missing or damaged parts. Patron accounts will have replacement charges posted to their accounts for items that are lost or damaged.