

MARINETTE COUNTY CONSOLIDATED PUBLIC LIBRARY SERVICE  
CIRCULATION POLICY

The purpose of this policy is to inform library patrons of the conditions under which materials may be removed from the library. The library promotes use of materials, ensures the rights of borrowers, and protects library property to safeguard the collection and make materials available to as many people as possible.

**A. Registration**

Patrons registered at an OWLSnet library are eligible to borrow materials and any resident or owner of property in Wisconsin is eligible for a library card. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials.

Library staff will require those applying for library cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing or renewing a card (with the exception of non-residents).

- a. Individuals residing in temporary housing or unable to provide sufficient evidence of residence may only be eligible for cards with limited or no borrowing privileges.
- b. Patrons must provide evidence of a physical address; PO BOX and General Delivery addresses are not sufficient.

Individuals who are not residents or property owners who would like to borrow materials or use library services such as public computers at Marinette County Consolidated Public Library System (MCCPLS) libraries are eligible to purchase a non-resident library card or non-resident internet-only library card. Non-resident cards must be purchased annually.

Organizations, businesses, and facilities that have employees and/or residents who wish to borrow from MCCPLS must apply for an Institutional card.

Patrons must fill out an application form to register for a new library card. The following statement will be included on the registration form for the patron's information and acceptance of compliance with all library rules and policies:

*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.*

*Signature* \_\_\_\_\_

Applicants 15 years of age and younger must have a parent or guardian present when registering for a library card. The parent or guardian must produce documentation sufficient to establish

their identity and place of residence. A child aged 16 or older may apply for a library card without a parent or guardian present.

Applicants 15 years of age and younger who register as part of MCCPLS library outreach need only present an application completed and signed by a parent or guardian in order to receive a library card.

Parents or guardians are responsible for their minor children's use of library material, including payment of any bills or charges incurred by their children.

MCCPLS will not assert the rights of a minor child over the rights of that child's parents. The library will comply with a parent or guardian's written request restricting their minor child's access to specific collections at checkout.

All library cards expire after 1 year.

### **B. Lost or forgotten cards**

If a patron loses their library card, they should notify the library as soon as possible and purchase a replacement card.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card or purchase a replacement.

### **B. Loan periods**

The library director shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for various collections appropriate for the proper use of materials.

### **D. Holds**

Holds may be placed by patrons in person, over the phone, or online. Patrons will be notified when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### **E. Fines and Fees**

The library may charge a fine, fee or recover costs for the following situations:

- Overdue items
- Lost library card replacement
- Damaged items
- Replacement of items not returned
- Recovery charge for accounts referred to a collection agency
- Photocopies/prints

- Meeting room rental

Patrons with \$5.00 or more of accumulated fines and/or fees will be prevented from checking out items until fines and/or fees are reduced to under \$5.00.

The library reserves the right to take measures up to and including legal action to recover materials not returned.

## **F. Damaged Materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. The patron will be notified of the charges. Once payment has been received, patrons are allowed to retain the damaged item. Reimbursement will only occur under extenuating circumstances and at the discretion of the library director.

## **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, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries authorized under subs. (2) and (3), or to law enforcement officers under sub. (5)." The Marinette County Consolidated Public Library Service adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

In compliance with State statute 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof they are a custodial parent and have not been denied periods of physical placement under s. 767.41 (4). Examples of such proof include possession of the child's library card number, a valid library card or other government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.

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