

## Circulation Policy

Issuing Cards to Adults: All residents of the State of Wisconsin are eligible for a Library card provided they present documentation proving residence in the State such as a driver's license or State issued ID. People from out of state requesting a library card should be referred to the Director.

Only one card per person is permitted. Applicants must be willing to sign a statement accepting liability for materials checked out to that card.

Issuing Cards to Minors: A parent, guardian or foster parent must be present with a picture ID to sign for a minor (anyone under the age of 18) and assumes responsibility for all debts incurred by that account.

Parents and guardians are responsible for the minor's use of the Library and its materials. A form for restricting borrowing must be completed, signed by the parent/guardian, and kept on file at the Library in instances where parents and guardians request restrictions upon a minor's card. Similarly, a parent or legal guardian has right to view the account information of a minor in their care. A minor per State Statute 43 is under the age of 16.

Loan Agreements: The Library follows circulation policies as set forth by Outagamie Waupaca Library System (OWLS) as approved and/or modified by the Library Board. Circulating equipment and higher cost items are subject to their own policies with their own loan agreements.

Fines/Lost Materials: The Library is a fine free facility. However, the library does follow fine policies as set forth by the OWLS system, including \$5.00 in fines/bills blocking library card use.

Any *unreturned materials* will be billed to the person checking out the item. It will remain in "overdue status" for 30 days after which the person on whose card the item was checked out will be billed for replacement costs. In the event of overdue items including, but not limited to laptops, tablets, and hotspots, the library retains the right to release library records to local law enforcement for recovery based on the specific overdue item policy.

Once payment for *damaged items* has been received the borrower may have the damaged item. The library only holds damaged items for a period of six (6) months. New copies supplied by the borrower of lost items as payment is not acceptable. Within a period of 30 days, the library can issue a refund for lost items that have been found and paid for, if the item is still in good condition.

Collections: The Library reserves the rights to bill patrons for damaged or unreturned items and to turn delinquent accounts over to collection. The Library Director or his/her designee can forgive a bill or arrange for payment options that include a payment plan.

Checking out: A valid OWLSnet library card in the name of the person checking out the items is required for check out. In the event a patron does not have their card a picture ID may be used. It is possible to check out materials to patrons able to verify information on their account e.g., address, phone number, birth date.

Checking Out Holds: Holds may not be checked out to anyone not possessing the card of the patron to whom the hold belongs unless a "Holds Release Form" is signed.

*Circulating Equipment and Higher Cost Items:*

Circulating equipment includes, but is not limited to: laptops, tablets, hotspots, ukuleles, projectors, and STEM kits. Higher cost items (notwithstanding circulating equipment) include but are not limited to videogames, playaways, audios, and videos when ranging in replacement value of \$50 or more per item.

In an effort to safeguard public collections of potential high value or re-sale value from theft or conversion, after a certain number of days past due, as set forth in individual policy or OWLS policy, such materials not returned and listed as overdue shall be categorized as “suspected stolen” and may be reported to law enforcement for investigation and recovery of such materials.

The library reserves the right to petition the court for the release of public library records on circulating equipment and higher cost library materials including, but not limited to, videogames, laptops, tablets, hotspots, ukuleles, projectors and STEM kits in the event that there is reasonable suspicion of theft or resale of library materials. If granted, records will be released to local law enforcement for recovery.

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