

## **Baraboo Public Library Circulation Policy**

### **Obtaining a Library Card**

- Persons providing a current photo ID along with proof of residence in Wisconsin, except for Milwaukee County, may be issued a library card.
- Examples of documents that provide proof of residence include a driver's license, recent cancelled mail such as a utility bill addressed to the applicant, a check stub, a personal check, a hunting or fishing license, or a lease agreement. If desired, the library will mail a postcard to the address provided by the applicant to facilitate the provision of proof of residence.
- Persons whose permanent residence is out of state but own property in Sauk County are also eligible for a library card. Presentation of a property tax bill will provide proof of property ownership.
- The library card can be used in any public library in the South Central Library System (SCLS).
- A parent or legal guardian must sign the registration form for patrons under age 16.

### **Card Updates and Replacement**

- For updates of expired cards and address changes, staff will ask the patron to state current address, phone, and birthdate. ID and proof of address may be requested for confirmation.
- Although a patron's first card is free, a charge of \$1.00 will be assessed for each replacement card. Refunds will not be given for lost cards that have been replaced and are later found.

### **School/Daycare Cards**

- School/daycare cards are available to any K-12 school, preschool, or licensed daycare within the Baraboo School District. The purpose is to allow teachers and media specialists easy access to Baraboo Public Library materials needed for classroom use.
- A school/daycare card can be issued whenever a principal or administrator, on behalf of the institution, accepts responsibility for such a card. Daycares and private schools must provide the library with a list of staff authorized to use the card.
- When checking out materials, the staff member should be prepared to show ID; the card need not be presented.
- School/daycare cards are exempt from overdue fines. In the event that borrowed materials are lost or damaged, the institution is responsible.

### **Visitor Cards**

- A visitor is defined as a person whose permanent residence is in Milwaukee County or out of state. A visitor card is intended for patrons planning to be in the area for at least one week but fewer than six months.
- A visitor card will be issued upon completion of a registration form, provision of a current photo ID and proof of address, and payment of a \$25.00 cash deposit.
- When all library materials are returned and all fines and other charges are paid, the visitor may request the return of the deposit. The account will be deleted from the system when the

deposit is refunded. Unclaimed deposits will revert to the library's general fund 30 days after the visitor card expires, and the account will be deleted from the system.

- The Library reserves the right to limit the total number of items checked out on a visitor card.
- The \$25.00 cash deposit may be waived if one of the following conditions is met:
  - The visitor is an employee or intern of an established business or organization in Sauk County and furnishes proof of such employment.
  - The visitor is a registered student at the University of Wisconsin Baraboo-Sauk County and furnishes proof of enrollment.

### **Loan periods**

- 28 days for books, audio books, and some instructional DVDs
- 14 days for books in high demand, music CDs, software, teen and children's "Lucky Day" books, and magazines
- 7 days for most DVDs and adult "Lucky Day" items
- Reference and local history materials do not circulate

### **Returns and Renewals**

- Any SCLS item may be renewed twice if not on hold for another patron.
- Renewal of out-of-system interlibrary loan items may be permitted.
- Out-of-system interlibrary loan items checked out at the Baraboo Public Library must be returned to the Baraboo Public Library circulation desk.

### **Fines**

- \$.10 per day per item for materials returned after the due date up to a maximum of \$5.00
- \$1.00 per day per item for out-of-system interlibrary loan materials up to a maximum of \$20.00
- \$1.00 per day per item for adult "Lucky Day" materials up to a maximum of \$20.00
- Patrons age 65 and older are not charged overdue fines.
- Patrons are not charged overdue fines for days the library is closed.

### **Lost Items**

- Patrons are responsible for returning materials by the date they are due without notification from the library.
- Patrons will be mailed an overdue notice for items more than 28 days past due. Materials that are 29 days overdue are considered lost.
- When a lost item is returned, the replacement charge is waived, and an overdue fine is assessed.
- The replacement charge for a lost item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is higher. The owning library may authorize a patron to purchase a replacement.
- Lost materials that are paid for and subsequently found are not eligible for a refund.

### **Damaged Items**

- Patrons will be billed for items returned with damage sufficient to prevent their continued circulation as judged by library staff.
- The replacement charge for a damaged item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is higher. The owning library may authorize a patron to purchase a replacement.
- Library staff will notify the patron by mail about a damaged item being held for inspection. The letter will include the title of the item, the amount owed, and a description of the damage. Damaged items will be held for 60 days after the bill is issued.

### **Items with Missing Parts**

- Patrons will be billed for replacement of items returned with a missing part or parts.
- The replacement charge for an item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is higher. The owning library may authorize a patron to purchase a replacement.
- Library staff will notify the patron when an item is returned with a missing part or parts. After 60 days if the part or parts are still missing, the patron will be billed for the item. Library staff will notify the patron by mail. The letter will include the title of the item, the amount owed, and a description of the missing part or parts.
- Exceptions may be made at the discretion of library staff.

### **Borrowing Privileges**

- Patrons must have their library card to check out materials.
- Exceptions may be made at the discretion of the staff member at the desk. If an exception is warranted, the staff member must see a current photo ID or personally know the patron.
- A patron in physical possession of a library card other than their own is authorized to use the card for circulation of library materials unless the card has been reported to the library as lost or stolen.
- A patron in physical possession of a library card other than their own is not authorized to use the card to access library computers.
- A patron may authorize others to pick up their items requested through LINKcat. Only the guarantor can authorize others to pick up items requested through LINKcat on a juvenile account.
- Borrowing privileges will not be extended to cardholders with more than \$5.00 in charges on their account. When the amount owed is paid down to \$5.00 or less, borrowing privileges are restored.
- Patrons with charges on their account totaling \$50.00 or more will be mailed a "Statement of Unresolved Charges." Cardholders with more than \$50.00 in charges on their account who do not respond to overdue notices and statements of unresolved charges will be assessed an additional fee of \$10.00 and forwarded to a materials recovery service.

Adopted by the Baraboo Public Library Board of Trustees, December 18, 2012

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