

Circulation Policy

Purpose:

The purpose of this circulation policy is to offer the materials of the Horicon Public Library to as many people in as efficient a manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly-owned materials can be encouraged.

I. Library Cards and Borrowing Privileges

- A. In order to receive a library card, adults must provide identification and proof of residence. The following documents constitute acceptable proof of residence:
- 1) A current and valid Wisconsin driver's license or State ID card.
 - 2) Any other official identification card or license issued by a Wisconsin governmental body or unit.
 - 3) Any identification card issued by an employer in the normal course of business and bearing a photo of the cardholder, but not including a business card.
 - 4) A real estate tax bill or receipt for the current year of the year preceding the date of the application.
 - 5) A residential lease which is effective for a period that includes the date of application.
 - 6) A university, college or technical institute identification card (must include photo), ONLY if the bearer provides a fee receipt dated within the last nine months or the institution provides a certified housing list to the library.
 - 7) A gas, electric, or telephone service statement (utility bill) for the period commencing not earlier than 90 days before application is made.
 - 8) Bank or Credit Card statement.
 - 9) A check or other document issued by a unit of government.
 - 10) Paycheck or paystub.
 - 11) A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
 - 12) An intake document from a residential care facility such as a nursing home or assisted living facility.
- B. If the driver's license or Wisconsin ID does not reflect a current address, then one other of the above with the correct address must be presented in addition to the driver's license or Wisconsin ID. Library staff will mail a postcard, which may be used to provide proof of residence if none of the items listed above are available.
- C. Adult library cards may be issued to those enrolled in high school or the equivalent and beyond. Those under the age of 18, however, must still have the signature of a

Horicon Public Library

custodial parent or guardian.

- D. Juvenile library cards may be issued to children with a parent's or guardian's signature and their identification as listed above. The parent/guardian is responsible for any materials and charges on the account until the child is 18. A parent/guardian may withdraw their signature at any time; however, they remain responsible for any materials and charges on the account at the time of withdrawal. Juveniles may not check out CD's, console games, or DVDs unless they have a signed parent/guardian permission form on file. When a juvenile account holder enrolls in high school, the juvenile may change their account to adult status and check out CDs, console games, and DVDs without parental/guardian permission.
- E. In order to maintain an accurate database, patrons must verify their current address every 18 months. Patrons not exercising any library privileges for two (2) years will be deemed inactive, and their accounts may be subject to removal. Accounts with arrears in excess of \$50.00 or unreturned/damaged materials will be retained.
- F. While there is no charge for the initial issuance of a library card, a charge of \$2.00 will be assessed for replacement.
- G. Persons possessing a valid library card from the library's consortium may check out materials using the card issued by their home library. Per consortia agreement, patrons with existing consortia accounts who move within the city limits of Horicon shall change their registered library to Horicon and complete a new patron application to place on file.
- H. A valid library card must be presented to check out library materials. However, on a singular emergency basis, a driver's license or state ID card may be used as an alternative.
- I. Library records of identity and circulation materials are confidential by Wisconsin §43.30. However, because the parent/guardian is responsible for their child's library materials, the parent/guardian may request specific account information such as titles and charges for their child.
- J. Library cards are issued to individual patrons. A patron may authorize others to use their card by filling out that portion of their application. The owner of the account is responsible for all items checked out on their card by authorized users. (for example, a patron may authorize a spouse to use their card to pick up holds.) The library card must be presented at the time of check out. Authorized users who have had their own borrowing privileges blocked or restricted may not exercise borrowing privileges on another's card.

Horicon Public Library

II. Circulation Periods and Restrictions

A. Books & Audio books	28 days
New Adult books	14 days
Console Games	7 days
DVDs	7 days
DVD Series and Non-Fic DVD	14 days
Magazines	14 days
Music CDs	14 days
Toys (puzzles, etc.)	14 days
Kits (storytime, multimedia)	28 days
Kits (realia, stem, Launchpads, etc.)	7 days
eReaders	14 days
Equipment (projectors, screens, disc golf, etc.)	varies
Educational Venue Passes (See policy)	varies

(1) Reference materials must remain in the library.

(a) As a general policy, reference materials are not available for checkout. Upon special application to the Librarian, exceptions may be made, but only for overnight loan. Reference and research materials are available 24/7 online at www.badgerlink.org.

(2) Interlibrary Loan material has varying due dates based on the lending library's policies.

B. Audiovisual equipment and Educational Venue Passes may only be checked out by a patron at least 18 years of age with a valid consortia library card.

C. All borrowers will be assessed for damages to equipment beyond reasonable wear.

III. Returns and Renewals

A. All library materials, with the following exceptions, may be returned to the circulation desk Book Return or the Exterior Book Return.

1) eReaders, Educational Venue Passes, and equipment must be returned to the circulation staff on duty at the circulation desk during open library hours.

2) Violations may result in fees charged to the patron's account, as outlined in the governing policy.

B. Per consortia agreement, items may be renewed a maximum of 2 times.

C. Renewals will not be permitted for materials on reserve for other patrons.

D. Renewals may be completed online by logging into the patron's account on our website, www.horicon.lib.wi.us, or telephoning the circulation desk.

E. Items already overdue with available renewals are permitted.

F. Requests for renewal on Interlibrary Loan materials should be made before the due date.

Horicon Public Library

G. The library reserves the right to limit circulation time on materials in great demand.

IV. Overdue Materials and Procedures

- A. The Horicon Public Library is a fine-free library.
- B. Patrons are expected to return materials as indicated by the end of its circulation period in good condition.
- C. Materials checked out at the Horicon Public Library that are renewed at another consortia member library are subject to that Library's fines policy.
- D. Materials deposited in the exterior book return during closed hours shall be checked in using the library's last open date to indicate material was returned during library closed hours.
- E. When an item is one week overdue, an overdue notice will be mailed to the patron's address on file. A second notice will be mailed when the item is two weeks overdue. An invoice shall be mailed when the item is four weeks overdue. Following the invoice, a notice indicating a disregard of the invoice will be mailed when the materials are six weeks overdue. If, after another ten (10) days, the materials are not returned or paid for, the Horicon Police department shall be authorized to pick up material and issue a citation in accordance with City Ordinance Sec. 11-3-7 and Wisconsin §43.30(6)(c)2.
- F. Patrons with outstanding charges of \$5.00 or more are not permitted to check out physical, digital, or library services requiring library card authentication until the account is below \$5.00.

V. Lost and Damaged Materials

- A. Patrons responsible for lost materials will be charged the amount listed in the item record, which includes a \$5.00 processing fee. Patrons will be issued a receipt acknowledging payment for a lost item. Items found any time after a receipt has been issued are not eligible for a refund.
- B. Patrons responsible for damaged materials will be charged the cost of repairs or the replacement cost if the item is beyond repair, or unfit for circulation.

VI. Reserves

- A. Reserves (holds) may be placed on circulating items in the Library or owned by consortium libraries. Upon arrival, patrons will be automatically notified. The library will hold items for seven (7) calendar days. If not picked up, items pass on to the next reserve or are returned to the owning library.
- B. The library uses an automatic notification system, and patrons may choose from:
 - 1) Phone
 - 2) Email
 - 3) Text
 - 4) Combination of the above
- C. Patrons may log into their online account to view account information, including

Horicon Public Library

checkouts, holds, charges, and to update contact information.

VII. InterLibrary loan/Consortial Loans

- A. The Library follows the Interlibrary Loan Code for the United States approved by the RUSA Board, January 11, 2016, as a guideline for lending and borrowing privileges from other libraries to expand the range of materials available to our users. (See Interlibrary Loan Policy for further information.)
- B. The Library further affirms for use in the consortia setting Wisconsin Interlibrary loan Guidelines citing 1.1 “Interlibrary loan is an adjunct to, not a substitute for, adequate collection development in local libraries.”

VIII. Abuse of Borrowing Privileges

- A. The Library Director, acting on behalf of the Board of Trustees, may refuse service to any patron who engages in circulation activities that undermine the equitable access and sharing of materials, as determined by the director. The patron will be notified in writing of the suspension and reason(s) for such action to the last known address on file in the patron’s account. The Library Director will inform the Library Board of any such action taken. Any patron whose privileges have been denied by the Library Director may appeal in writing to the Horicon Public Library Board of Trustees, and the case will be reviewed at the next regularly scheduled meeting.

Horicon Public Library

Attachment A

Dear Library Patron,

An invoice was sent to you for library material(s) that were four (4) weeks overdue, for which we have received no response. By disregarding the invoice, the Library assumes the material(s) have been stolen.

In accordance with City Ordinance Sec. 11-3-7, and Wisconsin §43.30(6)(c)2 if you do not return or pay for the material(s) within the next ten (10) days, the Library will contact the Horicon Police Department and request charges for Theft of Library Material.

If this is not the case, please contact the library immediately to make arrangements for the return or payment of the materials at (920) 485-3535.

Thank you for your cooperation.

Sincerely,

Alexandra Harvancik
Library Director
Horicon Public Library
404 E. Lake St.
Horicon, WI 53032
920-485-3535