

RUTH CULVER COMMUNITY LIBRARY LIBRARY POLICY

CIRCULATION POLICY

I. Circulation of Materials

- (A) Providing the public with easy access to information and reading materials is one of the primary functions of the Ruth Culver Community Library (RCCL). The loan periods, fees, fines and restrictions on borrowing materials are established to further this goal. Loan periods are set in an effort to offer equal access to materials to all people. A fine structure is established not to punish those who return materials late, but to provide an incentive for responsible library use. In the few instances where fees are imposed, they are intended to recover the cost of providing an unusual service or to reimburse the library for expenses that should not be passed on to the general public, and restrictions are present to safeguard the investment that the community has made in the library.
- (B) Policies agreed to by LINK libraries may supersede local policies in this area.

II. Restrictions on Borrowing

- (A) The library does not restrict library patrons under the age of 18 to certain collections or areas of the library. The library does not serve in loco parentis, and it is the parents--and only the parents--who may restrict their children--and only their children--from access to library materials and services.
- (B) Library users who have unpaid fines of \$20.00 and over or who have materials which have a status of lost will have their borrowing privileges suspended. They will not be allowed to check out materials until the amount owed is below this limit, lost materials are returned, or in the case of lost or damaged items, reimbursement for replacement is made. The Director can extend borrowing privileges to persons who have a delinquent status if an acceptable payment schedule is established and followed.

III. Loan Periods and Renewals

- (A) Most items may be renewed up to two times provided there are no holds on the item. Lucky Day collection items, outerlibrary loan titles and equipment may not be renewed.
- (B) Loan periods for items are as follows:
 - a. Books – 28 days
 - b. New Fiction & Holiday Books – 14 days
 - c. Audiobooks – 28 days
 - d. Music – 14 days
 - e. Movies (features and high demand titles) – 7 days
 - f. Non-fiction movies (except high demand titles) – 28 days
 - g. Periodicals – 14 days
 - h. Computer Software – 14 days
 - i. Kits – 14 days
 - j. Equipment – length of reservation (if applicable) up to a maximum of 14 days
 - k. Exceptions: Reference materials do not circulate.
- (C) Patrons may use our Outerlibrary Loan service to request items that are not available through the South Central Library System. This is a privilege granted by other institutions and they may decide whether or not to loan requested materials. As a result, the loan period for interlibrary loan materials will be determined by the date that the item is due to the lending institution.

- (D) The Library has various types of library equipment available for checkout including (but not limited to) e-readers, portable energy meters, overhead projector and LCD projector. A valid library card from the South Central Library System is required in order to checkout equipment. Individuals must be 18 years of age in order to borrow equipment. Reservations for specific dates will be accepted on a first-come, first-served basis and cannot be guaranteed. Customers will be billed for equipment that is lost or damaged; charges up to the total replacement cost may be assessed at the discretion of the Library Director. Fines on equipment are \$2.00 per day with a maximum of \$10.00. Some equipment intended for in-library use only (such as headphones), may be available for in-library use checkout only and may not leave the building.

IV. Overdue, Lost and Damaged Materials

- (A) Late fees for DVDs are \$0.10 per day. Fines for all other materials are \$ 0.05 per item per day with a maximum of \$1.00 per item per late occurrence. No late fees are assessed for Sundays, Holidays and any other days in which the library may be closed. An item returned prior to the opening of the library will be checked in as if it had been returned during the previous operating day.
- (B) Patrons are responsible for all items checked out on their library card account. Replacement charges for items that are lost or damaged will be assessed by the owning library.
- (C) Replacement of a lost or damaged item in lieu of payment for items belonging to the Ruth Culver Community Library is subject to the approval of the Director or Assistant Director; replacements must be new and an exact match. The patron is still responsible for any corresponding late fees.
- (D) If a lost item belonging to the Ruth Culver Community Library is paid for and returned within six months of the "lost date", the patron will be issued a refund. Refunds will not be issued for amounts below \$4.99; credits due below this threshold will be left on the individual's account to offset future fines.
- (E) For items belonging to other libraries, the ability to purchase a replacement in lieu of lost/damaged payment and the eligibility for a refund are not necessarily available and depend on the policies of the owning library.

V. Theft of Library Materials

- (A) The failure to return library materials after their proper return date, after written notice from the Library and Village Attorney, shall be deemed theft. The Library hereby incorporates Village of Prairie du Sac Code Section 9-3-8 and State Statute 943.61 Theft of Library materials.

Approved by Library Board

Date: 10/16/89

Amended/Modified by Library Board

Date: 11/17/94, 4/16/98, 6/16/06, 04/20/11, 4/13/16, 3/09/17

This policy supersedes and combines the previous Loan Periods, Late Fees and Restrictions, Refund Policy, and Overdue Materials and Theft of Library Materials policies.