

	<b>Land O' Lakes Public Library</b>
<b>Title:</b>	Circulation Policy
<b>Review Cycle:</b>	Every 3 years or as Needed
<b>Revision Approval Date:</b>	August 14, 2024

## **Circulation Policy**

### Section 1. Who may use the library.

- A. The library will serve all residents of the community, residents of surrounding townships and anyone with a valid borrower's card from the state of Wisconsin. Service will not be denied or abridged because of origin, age, background or views.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or pay penalties, destruction of library property, and disturbance of other patrons or any other objectionable conduct on library premises.

### Section 2. System membership and participation.

- A. As a member in good standing of the Northern Waters Library Network the library participates as fully as practical in system programs and services. The library is fully cognizant that system membership carries responsibilities as well as rights and fully meets its responsibilities as a system member. These responsibilities are listed in Wisconsin State statute, chapter. They include:
  - a. Being a legally established library and being located in a county that participates in a public library system.
  - b. Being authorized by the municipal governing body to participate in the system.
  - c. Entering into a written agreement with the public library system members and participating in interlibrary loan of materials with other libraries.
  - d. Being funded by the Municipal governing body.
  - e. Employing a Director/Head Librarian with the current public librarian certification at the correct level.

### Section 3. Services of the library.

- A. The library provides books and materials for information, entertainment, intellectual development, and enrichment to the people of the community. The library should endeavor to:
  - a. Select, organize, and make available necessary books, audiovisual and other types of materials.
  - b. Provide guidance and assistance to patrons.
  - c. Initiate programs, exhibits, displays, book lists, etc.

### Section 4. Circulation

#### A. Registration

- a. All borrowers must be registered and must have a library card to borrow library materials.
- b. All residents of Vilas County and Watersmeet, Michigan are eligible to receive the Land O' Lake's library card.
- c. Patrons 16 and above must present some form of identification indicating a current address when applying for a new library card. Examples of identification include driver's license, student ID, checkbook, piece of personal mail, tribal card.
- d. All applicants under 16 years of age must have a parent or guardian give their consent on the application form before a card can be issued.
- e. Library users under the age of 18 are not restricted to certain collections or areas of the library. The library does not monitor materials checked out; it is the parent or legal guardian, who may restrict their children from access to library materials and services. A parent or legal guardian who wishes to restrict his or her child to materials from the children's department must indicate their desire by submitting a side letter to that effect. In the absence of such a letter, children are allowed to check out all library materials.
- f. Parents or legal guardians are responsible for the payment of fines, damages, loss or theft of library materials.
- g. Library cards expire after one year. To renew, the patron must provide current address and phone number and clear out any outstanding fines and bills.
- h. Patrons only need one library card for all NWLN libraries. Duplicate cards will not be issued.

- i. Library borrowing privileges will be suspended for any patron who has failed to return library materials after proper notices, or who has outstanding fines. Privileges will be resumed when materials are returned and/or fines paid.
- j. Visitors not owning property in Vilas County or in Gogebic County may be issued a library card if they have a current, existing library card at any public library in Wisconsin and can present this card as well as personal identification to the librarian.

#### Loan Periods

- k. Adult/youth/children's books/audio books: 21 days
- l. DVDs (limit of 20):7 days  
TV series: 21 days
- m. Periodicals: 7 days if barcoded
- n. Backpacks: 21 days
- o. Hotspots: 14 days, nonrenewable-must wait 24 hours to check out again.
- p. Director has discretion to limit checkouts as needed.

#### B. Holds

- a. Any registered borrower of the Land O' Lakes Public Library in good standing may hold library materials. Hold requests are accepted at the main desk or may be made online. All circulating materials can be held. Requested items should be picked up within one week after the patron has been called.

#### C. Overdue Notices

- a. Library users are responsible for keeping track of the materials borrowed on their patron card. This includes home library items and interlibrary loan items. If an item is overdue:
  - i. We will check our shelves to be sure the item has not been returned.
  - ii. A first notice in the form of a phone call, email or letter will be made if the material is overdue by at least seven days.
  - iii. If the material is not returned within the following seven days, a second written notice or email will be made.

iv. Following an additional seven days, if the materials have not been returned to the library, a notice will be sent stating that this is the third and final notice. The notice will further state that all library privileges will be suspended until the materials are returned. Patrons who have been sent a final overdue notice and bill may be denied all borrowing privileges until the materials are returned or reimbursement is made for lost and/or damaged materials.

b. The Land O' Lakes Library is Fine Free. Materials that are not returned will be billed and expected to be paid for in full. Library borrowing privileges can be revoked if materials are not returned.

In the case of hotspots, if it is not returned on time, the hotspot could be deactivated. There may be a \$5 reactivation fee.

Hotspot and accessory replacement charges:

Mobile Hotspot: \$150

USB Wall Charger: \$10

USB-C Charging Cable: \$15

Storage Case: \$10

#### D. Damaged or Lost Materials

a. If the director determines the materials to be damaged or unsuitable for the collection or if the item is lost, the patron must pay a replacement cost for the item.

Note: The Land O' Lakes Library of Things is addressed in an individual separate policy.