



Thomas St. Angelo Public Library
of Cumberland
~ A Carnegie Library

CIRCULATION POLICY

Effective Date: September 17, 2014

Revised Date: April 12, 2022, January 10, 2023, May 9, 2023

Registration

All borrowers must be registered and must have a valid MORE patron card to borrow materials.

Patrons must complete an application form to register for a new library card. A patron holding a MORE card who moves from one community to another must also complete a new registration card.

Identification and proof of address are required to become a registered borrower. A driver's license is preferred. A non-personal piece of mail showing an accurate and current address may be accepted along with a photo ID. For applicants with no permanent address (i.e. listing a campsite, cabin (non-residence) or hotel room) a temporary card will be issued with the expiration date two months from the issue date.

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. This parental signature is not required for annual renewal of minor's cards.

Materials may not be checked out until the registration process is complete.

All library cards expire annually. Library users may renew cards at the library, and clear all outstanding fines.

Adults who register for library cards and have a legal guardian must have the card signed by their guardian who then accepts the responsibility for all loss or fines.

Lost or Forgotten Cards

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. Patrons need to have their library card when checking out materials. If the patron does not have their library card, a photo id can be used as a

replacement. Minor patrons, who do not have a library card, staff will verify their address, phone number and birth date to check out materials.

Holds

Patrons may place their own holds on items from any computer that has Internet access. They may also place holds by calling or emailing the library. Patrons may also ask staff members to place holds for them.

Patrons will be notified by phone, text, email, or mail when the item comes in.

When the patron has been notified the item is in for them to pick up, the item will be held for one week (7 days) before being returned to the lending library. If a patron needs more time, a request can be made to hold the items 3 more days, after which, if the items has not been retrieved it must go back to the lending library. An item CANNOT sit on the hold shelf for more than 10 days. If the patron cannot pick up an item in 10 days, but would like an item, a new hold will have to be placed.

Interlibrary Loan (ILL)

Patrons may access the collections of libraries outside of the MORE system by using Interlibrary Loan; WISCAT is used to obtain those materials. The Thomas St. Angelo Public Library of Cumberland agrees to lend its materials to other libraries through the Interlibrary loan network and to make an effort to have its current holdings listed in WISCAT's online union catalog that is accessible by other libraries throughout the state.

Loan Periods

| MATERIAL | LOAN PERIOD | RENEWALS AVAILABLE | DAILY FINES |
|--|-------------|--------------------|-------------|
| New Fiction, New Non Fiction & New Large Print | 14 days | Yes, twice | - |
| Books/Wonder Books | 21 days | Yes, twice | - |
| DVDs | 7 days | Yes, twice | - |
| Lucky Days DVDs | 3 days | No | \$1.00 |
| Audio Books/Playaways | 21 days | Yes, twice | - |
| Music CDs | 21 days | Yes, twice | - |
| Video Games | 14 days | Yes, twice | - |

| | | | |
|-----------------------------|---------|------------|--------|
| Wi-Fi Hotspots | 14 days | No | \$5.00 |
| Magazines ** | 7 days | Yes, twice | - |
| Equipment/Library of Things | 14 days | Yes, twice | - |

***Current magazines do not check out*

An item will not be renewed if it is on hold for another patron.

Reference materials are not loaned out.

Items received from lending institutions outside of MORE may have a shorter loan period. The loan period is based on the loan period set by the lending institution.

Fines and Charges

Overdue Material

People with overdue material will be notified twice by phone, email, or mail (once per week). After three weeks, a final (billing) notice will be sent giving the price of the material. After 60 days, if the material has not been returned, legal proceedings may be initiated against the borrower. Borrowers who abuse library privileges by not returning borrowed materials or damaging materials will be denied borrowing privileges until the materials are paid for or replaced.

Late Fees

Patrons should be notified of any fines prior to checking out materials. Patrons with fines more than \$10.00 may not check materials out from the library or access the Internet from the library computers.

Fines can be paid at any MORE library, payments can be made in cash, check or online, depending on the MORE library. Fines may also be paid online through more.lib.wi.us from any computer with Internet access. The library will not accept donations as payment for fines.

Lost Materials

Patrons will be encouraged to look for lost items for one extra renewal period. After that, the patron will have to pay for the item. In the event of a lost item being found, the patron may keep the item, if they chose. No money for lost payments will be returned to the patron.

If an item is from another MORE library, the patron may pay for the item at any of the MORE libraries. The library will forward the money to the library that owns the item. If a person is paying by check, it needs to be made out to the owning library.

If an item is from a lending institution outside of the MORE system, the lending institution will be contacted, and they will be asked to send a bill for the lost item. Cost of the lost item is based on the lending institution's policy. If a person is paying by check, it needs to be made out to the owning library.

Damaged Materials

Library items should be returned in the condition in which they were checked out. If the item(s) are returned with damage that makes the item unusable (e.g. wet or stained from water or drink damage, chewed by a dog, etc.), the patron will be asked to pay the original cost of the item. If the item is returned with readable damage (if a book is returned with minor damage but is still in good enough condition to stay in the library collection) the item will be marked as damaged but no fee will be charged to the patron.

If items are damaged to the extent determined by the library director that they are unsuitable for the collection, the responsible party must pay the replacement cost. Replacement items will not be accepted. The cost of damages can be broken down as follows:

1. Cases (audio book, DVD) \$5.00
2. Insert/cover replacements \$2.00
3. Book less than 3 years old and/or with fewer than 6 discs: Full replacement cost
4. Book more than 3 years old and/or with more than 6 discs: Half replacement cost
5. DVD with fewer than 18 discs: Full replacement cost
6. DVD with more than 18 discs: Half replacement cost
7. Individual disc from audiobook (if available): \$5.00 per disc

Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16, libraries sub (4), or to libraries authorized under subs. (2) and (3), or to law enforcement officers under sub (5)"

The Thomas St. Angelo Public Library of Cumberland adheres strictly to all section of this Statute regarding the protection of the confidentiality of its users.

