

Effective Date:	Neillsville Public Library Standard Policies & Procedures SECTION 7: CIRCULATION POLICY			
Page 1 of 2	Initiated by: (Library Board) Approved by: (Library Board)			
Date of Review & Initials				

A. Registration

All borrowers must be registered and have a valid local library number to borrow library materials.

Patrons must fill out the Patron Registration Form to register for a new library number. (See Appendix F). Identification is required. A driver's license or student ID is preferred. Any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 18 years of age must have a parent or guardian give their consent before a new number can be issued. A parent or guardian must leave an emergency contact number in addition to a home or cell phone number.

Materials cannot be checked out until a patron is assigned a member number.

B. Loan Periods

Two weeks for books, audiobooks, and children's periodicals.

One week for videos, CDs, DVDs, and non-current periodicals.

The Library Director may establish the loan period for special collections, materials which are temporarily in great demand such as for student projects, or materials added to the collection which are in a new format (e.g. computer software).

There is no limit on the number of books, audiobooks, DVDs or music CDs a patron can borrow at one time. This may be limited at the director's discretion.

New patrons will be limited to 3 DVDs until they are an established patron of the library. Books, audiobooks, and CDs will NOT be limited.

C. Renewals

Patrons can renew all materials. Renewal requests will be accepted in person, over the telephone, by fax or e-mail:

<http://wvls.lib.wi.us/neillsvillepl>

D. Reserves

Reserves may be placed by patrons in person, over the phone or e-mail. Patrons will be notified by phone when the materials are available. There is no charge to the patron for placing a reserve.

E. Interlibrary Loan

If a patron requests material that the Neillsville Public Library does not have, the library will try to obtain the material from another library. The Neillsville Public Library offers the service of Interlibrary Loan at no cost to the patron. The Neillsville Public Library also sends its materials to other libraries that request them.

F. Fines and Other Charges

There are fines for overdue materials. They vary according to the format of material that is overdue.

Books/periodicals/audiobooks	.10/ day
Videos, DVDs, Music CDs	1.00/day

If a patron has fines or damages amounting to \$10 or more, their checkout privileges will be denied until some or all of the fines have been paid.

The money collected from fines is documented by the Library staff and deposited with the City Clerk's Office.

G. Damaged or Lost Materials

If materials are lost or damaged and judged by the library staff as being unsuitable for the collection, the patron must pay the replacement cost. The Neillsville Library has a minimum cost of \$5.00. A "Notice of Lost Or Damaged Items" (see Appendix I) will be given to the borrower. The Library may contact a patron by phone or mail regarding lost or damaged items.

H. 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, or to libraries authorized under subs (2) and (3)."

The Neillsville Public Library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

