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| Monroe Public Library | |
| Policy: Circulation | |
| Adopted: November 1981 | Revised: August 2010 |

Policy Exceptions

The library director or the designee of the director may make exceptions to the provisions of this policy on a case-by-case basis, except when prohibited by law.

In-Library Use of Materials

Anyone, regardless of residency, age, or library card status, may use library materials within the library building in accordance with established policies and procedures.

Eligible Borrowers & Card Types

Those eligible for a library card are:

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| Yellow Card | Residents of the Monroe School District, residents of Wisconsin library systems other than South Central Library System |
| Punched Yellow Card | Non-residents of Wisconsin who have paid the requisite annual fee. |
| Green Card | Residents of Green County who do not live within the Monroe School District, but are not served by a home library. |
| Temporary Limited Card | Non-residents of Wisconsin needing short-term service. Card expires in 90 days and has a ten item limit. |

Guidelines for Card Use

Patrons may not check out materials unless the library card is presented. Patrons who do not have their cards with them may replace their card upon showing photo identification and paying the requisite fee; or have the materials held for one business day.

Patrons may authorize others to pick up holds on their behalf by filling out a *Holds Pickup Authorization* form.

Cardholders are responsible for all items checked out on their cards.

Library Card Application Requirements (Adults)

1. A registration form must be filled out in person.
2. Photo identification and proof of current address must be shown. The library can send a postcard to serve as proof of address.

3. The applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to.

Library Card Application Requirements (Minors aged 15 or younger)

1. Applicants must be at least three years old.
2. The child must be present when the registration form is completed.
3. The parent or guardian of a child age 15 or younger *must* sign the child's application and show proper identification before a card is issued to the child.
4. In the event an applicant is aged 16 or 17 and does not have a photo ID, the parent or legal guardian *may* sign for the card and show ID.
5. The applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to. In the case of a child age 15 or younger, this responsibility is held by the parent or legal guardian who signed for the card.

Library Card Application Requirements (Minors aged 16 & 17)

1. A registration form must be filled out in person by the minor.
2. Photo identification and proof of current address must be shown. The library can send a postcard to serve as proof of address.
3. In the event the applicant does not have a photo ID, the parent or legal guardian may sign for the card and show ID. The card will then expire on the patron's 18th birthday.
4. The applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to. If a parent has signed for the card in lieu of the applicant presenting a photo ID, this responsibility is held by the parent or legal guardian who signed for the card until the card expires on the patron's 18th birthday.

Lost, Damaged, and "Claims Returned" Materials

Items owned by Monroe Public Library:

- If the item is still in print under the same international standard code, the current retail price will be charged. If the item is no longer in print, the original purchase price will be charged. Patrons may not provide a copy of the item in lieu of payment.
- No refunds will be made for items returned to the library after payment has been made.
- Patrons may have no more than three "claims returned" status changes within a twelve-month period.

Items owned by other libraries:

- Charges for any item owned by another library will be according to the fees and policies of the library that owns the item.

Overdue Items

Patrons will be notified by mail or e-mail of items 14 days overdue.

Patrons will be billed by mail for items 29 days overdue.

Fines are specified in the library's *Fine & Fee Schedule*.

Patrons may not check out materials or use library computers if accumulated fines are \$10.00 or more. Patrons may not check out materials or use library computers if the patron has an unpaid bill for a lost or damaged item.

The library reserves the right to block the card of a minor child in the event a parent uses the child's card to avoid paying fines on his or her own card.

Interlibrary Loan Service

Requests for items not owned by the Monroe Public Library can usually be filled by transfer from another library within the South Central Library System. When items are not available within the system, staff may request them from an outside library through interlibrary loan.

Interlibrary loan service will only be provided to residents of Green County not served by another home library and patrons who have purchased an out-of-state card. All others should request interlibrary loan services from their home libraries.

No more than five items may be requested through interlibrary loan service within a seven-day period. No such limit exists for items transferred within the South Central Library System.

Confidentiality

Records pertaining to an individual's use of library materials and services shall remain confidential. Access to such records by individuals or organizations shall not be permitted, nor shall the staff of the library answer to a third party about what a patron of the library is reading or requesting from the library's collection.

The library is subject to Wisconsin Statute 43.30. The law states the following:

"Records of any branch which is in whole or in part supported by public funds, including records of a public library system, indicating which of its documents or other materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law."

The Library Board President or alternatively, any two members of the Library Board, will release confidential records, when available and provided by the Library Director, only under court order.

The full Library Board shall be informed of any such release.

Access by Parents to Records of Minor Children Under Age 16

When parents inquire about their children's library records, the library staff will answer as required by Wisconsin Statute 43.30 as amended by Act 207.

- The requesting parent must complete and sign an access request form.
- At the custodial parent's request, the library will provide the following records, if they exist: items currently checked out, due dates for those items, overdue items, and any fines owed,

as well as any records that show use of the library's computers or other services, or attendance at library programs.

- The following library records will *not* be supplied: address, phone number, age, or date of birth. In addition, any record that contains information about any other library users, in addition to the information that must be disclosed, will first be edited to remove any information which could identify those other library patrons, such as a patron's name, address, or phone number.
- Staff will take reasonable measures to ensure that the inquiring Individual is the "custodial parent" of the juvenile, as defined by Wisconsin Statutes Sections 43.30 and 767.24(4).