

Presque Isle Community Library	
Title:	Circulation Policy
Original Adoption Date:	August 09, 2016
Suggested Review Cycle:	3 years
Revision Date(s):	September 20, 2016

- 1) **PURPOSE:** To define policies for the check-out and circulation of materials at the Presque Isle Community Library

- 2) **POLICY:** A primary function of any public library is to allow library users to check out library materials for a defined period of time. Policies surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure access to and the integrity of the collection. These policies should also attempt to fairly balance the needs of the user with the needs of the library staff. They should be a "user-friendly" as possible, without sacrificing library organization and efficiency.
 - a) The Presque Isle Community Library Board of Trustees has established an open access policy for the circulation of library materials. At the discretion of the director or Assistant Librarian, anyone with a valid library card may check out whatever he/she wants, regardless of age, format, and/or level of materials selected. Occasionally are "In House Only" materials.
 - b) All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director that is disputed may be taken to the Library Board. Decisions made by the Library Board are final.

- 3) **Library Cards:** Individuals wishing to check out materials from the Presque Isle Community Library must have a valid library card. Library cards owned from any Merlin Consortium Library are accepted. A free card is issued anyone who requests one..
 - a) Applications must present identification and proof of current address, such as a piece of mail that has been delivered to the address, a printed receipt with their name and address on it, or check blanks with their address printed on them. In order for children under 14 to get a library card, they must be accompanied by a parent or another adult willing to take financial responsibility for materials checked out in the child's name.
 - b) New library cards expire after one (1) year, the first year. It can be updated in the Patron Record after the address, phone numbers, and emails have been double checked for authenticity. If patron is planning on remaining at the present address in the future, and has a responsible person on record, the card may be renewed for three (3) years. A Presque Isle Community Library card can be used at any library in the Northern Waters Library Service area belonging to the Merlin Consortium. Summer residents may own a library card.

- 4) **Loan Periods:**
 - a) Books (including new books), and audio books --- 3 weeks
 - b) Magazines and DVDs and Videos --- 1 week
 - c) Materials received from other Merlin libraries, follow the loan rule of that library.
 - d) All items are due by closing time on the due date. However, there is a three day grace period at this library, before fines are incurred.

- 5) **Renewal:** Renewals can be made in person, on the phone, or through the library's web page <http://presqueisle.wislib.org/> or <https://merlin.nwls.lib.wi.us/>.

- a) All items belonging to the any of the Merlin Consortium libraries can be renewed twice, unless someone else has a hold on the item.
 - b) WISCAT item renewals have a special procedure that must go through the director or the WISCAT staff person.
- 6) Holds: Holds can be placed on all circulating material belonging to the Presque Isle Community Library and members of the library consortium.
- a) Holds can be placed in person, on the phone, or online.
 - b) There is a limit of ten (10) items at a time per patron.
 - c) Patrons will be notified by phone or email when reserved items have arrived. Reserved items will be held for one week.
- 7) Inter-library Loans: Wisconsin residents may request materials from other libraries using inter-library loan for items that are not available within the Merlin Consortium.
- 8) Privacy: Presque Isle Community Library does not give out information from a patron's account to anyone without court order or patron's consent. Patrons rights to privacy concerning what they read and view are protected by the following Wisconsin Statute: 43:30 Public Library Records. All staff and volunteers must sign a Confidentiality Statement.
- 9) PATRON RESPONSIBILITIES
- a) Library Cards: A library card must be owned to check out materials. If patron does not have their card available, and there is proof of identity, materials can be checked out.
 - b) Lost/Stolen Library Cards: The patron is responsible for notifying the library if their card is lost or stolen. A new card may be issued canceling out the lost or stolen card.
 - c) Change of Address Notification: Patrons are asked to notify the library with changes of address or phone numbers.
 - d) Overdue/Lost/Damaged Materials: Patrons are expected to return materials on time and in good condition or promptly pay fees or fines incurred.
 - e) Adult fines:
 - i) Overdue books, and audio books-10 cents per day with a maximum fine of \$5.00.
 - ii) Overdue DVDs or VHS-10 cents per day, with a maximum fine of \$6.00
 - f) Children's Fines:
 - i) Overdue books and audio books -5 cents a day, with a maximum fine of \$2.00.
 - ii) Overdue DVDs and VHS - 10 cents a day, with a maximum fine of \$3.00.
 - g) Lost or Damaged Items:
 - i) A market price replacement fee plus \$2.00 processing fee will be charged for items that are lost or not returned.
 - ii) Fees for damaged materials will be determined at the discretion of the Library Director on a case by case basis. Some examples include books and other items that are wet, torn, dirty, weather-damaged or smelly.
 - iii) Materials that include more than one piece will be billed according to how it can be replaced. For example a book on tape would likely be billed for the entire set unless a replacement for just one tape was available.
 - h) Overdue notices will be sent out when materials are one week past due date, and two weeks past due date. At four weeks past due date, the patron will be billed for the overdue items. If the items are returned, the patron needs only to pay the late charges.
 - i) Please Rewind: Patrons are expected to rewind the videos and audio cassette books.