

# George Culver Community Library Policy

POLICY: Loaning Materials

AUTHORIZED BY: Board of Trustees

APPROVED DATE: 11/12/18

DATE OF LAST REVIEW/REVISION: 02/07/2022, 02/10/2025

The George Culver Community Library strives to provide fair access to its collection to all users.

## **Patron Responsibility**

When becoming a library cardholder, the patron accepts the following responsibilities: Library materials checked out are the responsibility of the patron whose card is used for checkout or the guardian of the minor whose card is used. Patron/guardian will pay replacement costs assessed for lost, unreturned, or damaged items.

## **Library Cards**

Adults (16 years or older) are required to fill out a registration form and show a photo ID and proof of Wisconsin residency to obtain a library card.

Youth (under age 16) may receive a library card with the consent of their parent or legal guardian. The minor must be present when registering for the card. Upon signing the application for a minor's card, the parent or legal guardian accepts legal responsibility for late fees, lost materials, and any damage to library materials.

### *Lost cards:*

There is a \$1 charge to replace lost cards.

## **Temporary Cards**

Temporary Cards with limited use are issued to persons who are in the area for a limited period of time without a permanent Wisconsin address. Only (3) items may be borrowed at a time on a temporary card. Temporary Cards expire in 90 days or less.

## **Institutional Cards**

Library cards are available to any K-12 school, preschool, licensed daycare, or residential facility within the Sauk Prairie School District. The purpose is to allow teachers, media specialists, and activity coordinators easy access to George Culver Community Library materials needed for classroom and facility use.

Institutional cards can be issued whenever a principal or administrator, on behalf of the Organization, accepts responsibility for such a card. The applicant must provide the library with a list of staff authorized to use the card.

When checking out materials, the staff member should be prepared to show ID; the card need not be presented.

In the event that borrowed materials are lost or damaged, the institution is responsible.

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## Loan Periods

Materials available for circulation can be checked out for the following periods:

DVDs & Blu-ray – 7 days

New Books, magazines, music CDs, games, and software – 14 days

Books (other than new), audiobooks, kits - 28 days

Special Equipment & Collections - Varies

## Non-circulating materials

Materials belonging to the following collections are not eligible for borrowing: current issues of magazines, newspapers, reference, designated historical items. The Library Director can authorize the checkout of non-circulating materials on a case-by-case basis.

## Renewals

Borrowed materials may be renewed twice unless there is a hold on the item for another patron. An item that has a hold on it may not be renewed. Items may be renewed online, in person, or by telephone.

## Restrictions on Borrowing

1. The library does not restrict library patrons under the age of 18 to certain collections or areas of the library. The library does not serve in loco parentis. Only the parents may restrict their children--and only their children--from access to library materials and services.
2. Library users who have unpaid fees of \$20.00 and over or who have materials which have a status of lost may have their borrowing privileges suspended. They will not be allowed to check out materials until the amount owed is below this limit, lost materials are returned, or in the case of lost or damaged items, reimbursement for replacement is made. The Director can extend borrowing privileges to persons who have a delinquent status if an acceptable payment schedule is established and followed.

## Returns

Borrowed materials can be returned at the circulation desk, through the book return, or to other libraries in the South Central System.

## Outerlibrary Loan

Patrons may use our Outerlibrary Loan service to request items that are not available through the South Central Library System. This is a privilege granted by other institutions and they may decide whether or not to loan requested materials. The loan period for interlibrary loan materials will be determined by the date that the item is due to the lending institution.

Outerlibrary Loan materials should be returned to the George Culver Community Library, if possible. A limit of 3 items can be placed on hold at one time. Renewals are generally not available.

*This policy supersedes and combines the former Policy for Loaning of Materials and Circulation of Historical Materials policy.*