

Hortonville Public Library

Circulation Policy

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A. Registration

All borrowers must be registered and must have a valid system patron card to borrow library materials. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I accept responsibility for library materials borrowed with the library card issued to me until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date and to reimburse the library for materials that are lost, damaged or stolen.

Signature (Applicant/Parent/Guardian) _____

Identification is required. A driver's license is preferred; however, 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 on the application form before a new card can be issued. This parental signature is not required for juveniles who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after 1 year per state requirement.

B. Lost or Forgotten Cards

If a patron loses their library card, they should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. If a library card is unavailable, individuals are expected to show an alternative form of ID or verify account details before they may check out materials at the library.

C. Loan periods

Current loan periods for items are the following:

- Books, audiobooks: 28 days
- Magazines, audio CDs: 14 days
- DVDs: 7 days
- Interlibrary loans are due the date indicated by the lending library
- Short-loan items (items with a large number of holds): 14 days

- All items (with the exception of Interlibrary Loans and Short-Loan items) may be renewed up to 3 times as long as there are no holds on the selected item
- Reference items do not circulate in general, but special requests may be made

The 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.

There is a limit of 75 items a patron can borrow at one time, 25 of which may be audiovisual materials (audiobooks, DVDs, music CDs, etc.).

D. Reserves

Reserves may be placed by patrons either in person, online, or over the phone. There is a limit of 25 items that may be placed on reserve. Patrons will be notified by email or phone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

All Hortonville Public Library items accrue \$0.10 per day per item for overdue fines. Overdue notices will only be emailed to patrons that provide an email address. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have fines of \$5.00 or more shall be denied borrowing privileges until the fines are paid.

F. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

G. 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)."

Wisconsin State Statute 43.30 and the Hortonville Public Library protect the privacy of library users. Confidentiality extends to information sought or received, and a material consulted, borrowed, or acquired, and includes database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, or services.

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. This requires the corresponding right to hear what is spoken and read what is written, free from fear of intrusion, intimidation, or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

The Hortonville Public Library is an impartial resource providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic.

The Hortonville Public Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, our judicial system provides the mechanism for seeking release of such confidential records. The issuance of a court order, following a showing of good cause based on specific facts by a court of competent jurisdiction, is required for release of such information.

In accordance with Wisconsin law, custodial parents or guardians of children under age 16 may, upon request, review library records pertaining to their children's use of the library's documents or other materials, resources, or services.

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

Reviewed: January 2020

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