



POLICY - Circulation

The Dane County Library Service (DCLS) maintains liberal lending policies while curbing the abuse of borrowing rights.

I. Loan of Materials to Individuals

A. Getting a Library Card

Anyone residing in an area taxed by Dane County for library services is eligible for a DCLS library card. Applications for library cards can be made at the Bookmobile or at any municipal library which contracts with DCLS for the extension of services. Individuals under 14 years of age must obtain a parent's or legal guardian's signature on the application before a card can be issued. Library card applicants must provide identification per the South Central Library System (SCLS) guidelines, which include ONE of the following:

- *Current Driver's License or State ID – card issued
- *Current passport – card issued
- *Current Military ID – card issued
- *Current Permanent Resident card – card issued
- *Current Student ID – card mailed
- *Current Employer ID with photo – card mailed
- *Current Credit card with photo – card mailed

Institutions and businesses, which are located in an area taxed by Dane County for library service, may also be issued a DCLS card. Application shall be made in the same manner as for individuals, except that the head of the agency or business must sign the application stating that the institution will accept responsibility for all materials borrowed on the card.

Cards are valid for a period of four years. Cardholders are required to notify DCLS whenever an address change occurs. There is a \$1.00 fee to replace a lost, stolen or damaged card.

B. Loan Periods

- Books, print and audio-- 28 days
- Holiday books – 14 days
- Magazines – 14 days
- Music – 14 days
- DVDs -- 7 days
- Materials loaned to qualified homebound users: 28 days

C. Limitations on borrowing

The responsibility for the use of library materials by children rests with their parents or legal guardians. No borrowing restrictions are therefore placed on children once they have obtained their parent's signature on the library card application.

A maximum of 100 items may be checked out to one person at any given time. While no general limit is placed on the number of items which may be checked out at one time, circumstances on the bookmobile may occasionally require the temporary institution of such a limit in order to serve all library users in the time allotted in a community.

D. Overdue Materials

It is the responsibility of each cardholder to return library materials by their due date. Material more than 28 days overdue shall be presumed lost and a replacement bill will be issued. Patrons with material more than 28 days overdue or who owe fees in excess of \$20.00 will be suspended from borrowing system-wide. The material must be returned or paid for, and the fee must be paid before borrowing rights will be reinstated. The DCLS does not accept replacement items in lieu of the payment of the library's replacement cost.

Patrons of the bookmobile are free to return their materials to any municipal library which is a member of SCLS. Any fees due may be paid at those libraries using the integrated library system provided by SCLS.

If a patron receives notice concerning overdue library materials and believes DCLS has made an error, he or she should contact the Library office. A *Claims Returned* report will be made; patrons will not be responsible for the first three items claimed returned within a calendar year.

E. Requests for material not immediately available.

Patrons may place requests for material not available on the bookmobile. Patrons are encouraged to use LinkCat to place holds or may request help from DCLS staff. Patrons are limited to seventy-five outstanding holds at any one time.

Material requested will be available at the next weekly bookmobile stop or as soon as possible thereafter. Material will be made available for checkout for two weeks. Notice of availability is provided by email or telephone.

II. Outerlibrary Loan

A. Requests

DCLS loans material to requesting libraries outside of SCLS per system Outerlibrary Loan policies.

DCLS patrons may request items from libraries outside of SCLS via staff.

C. Loan Periods

Loans to other libraries shall be limited to a maximum of 5 weeks for books and all other materials.

C. Overdue Processes

As per standard outerlibrary loan protocols, libraries borrowing items through interlibrary loan are responsible for their timely return. Borrowing libraries must reimburse DCLS for items lost or damaged.

DCLS patrons must reimburse DCLS for any outerlibrary loan material that is lost according to the lending library's policy.

III. Payments for lost or damaged materials

In addition to collecting the current replacement cost of items lost or destroyed, DCLS also assesses charges for material damaged beyond normal wear. Examples of such charges include replacing book jackets, or replacing a piece of a multi-piece set which has been damaged or lost.

IV. Refunds

If lost material owned by DCLS is subsequently found and returned in acceptable condition within one year of payment, a refund will be made. Refunds for non-DCLS lost material are subject to the LINK uniform refund policy. Fees are not refundable.

V. Confidentiality of library records

In accordance with Wisconsin Statutes, Chapter 43.30, all library records which identify the names of library users are confidential. It is the policy of DCLS that such records shall not be made

available to any agency of state, federal, or local government, or to any individual except pursuant to a court order. Further, it is the policy of DCLS to resist the issuance or enforcement of any such order, until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

In accordance with Wisconsin Statutes, Chapter 43.30 (4), DCLS will, upon request, disclose to a custodial parent or guardian of a child under the age of 16 any records relating to that child's use of the library's documents, or other materials, resources, or services. Such requests must be made in person and must be accompanied by a government agency-issued photo ID and other documents that demonstrate that the requester is the custodial parent or guardian of the child whose records have been requested.

Adopted October 20, 1986. Amended September 19, 1988. Amended August 15, 1994. Amended October 5, 2000. Amended March 7, 2002. Amended May 6, 2004. Amended November 14, 2006. Amended August 2, 2007. Reviewed; no changes August 7, 2008. Amended January 6, 2011. Amended April 9, 2015. Amended 12/1/2016.