

# Oscar Grady Public Library

## Circulation Policy

### I. Patron Responsibility

Library patrons are responsible for maintaining current and correct contact information for the library database; this includes name, address, phone number and email address.

Patrons are responsible for all items checked out to their library card unless reported stolen to the Saukville Police Department. This includes the payment of fines and fees for overdue, lost, and damaged items.

A parent or legal guardian must be present at the time of application to sign the registration application for children under the age of 18. The parent or legal guardian is responsible for fines and fees incurred by his or her children. The age that a child must be in order to sign up for a library card is at the parent's discretion.

### II. Library Cards

A valid driver's license or other satisfactory proof of current residence and identity is required to obtain a library card and must be presented prior to the issuance of a library card.

Patrons are required to show their library card at the time of check out to ensure the identity protection of the individual. Library cards issued at the Oscar Grady Public Library are valid at all libraries within the Monarch Library System.

Replacement library cards will be issued at the circulation desk to patrons who have lost their original card. Children under the age of 18 must have their parent or legal guardian present to receive a library card replacement.

The first library card is issued at no charge; replacement cards will be issued a \$2.00 charge. The replacement fee is not charged in the case of normal wear of barcodes or cards.

### III. Overdue Items

#### Fines for Overdue Items

|              |                  |
|--------------|------------------|
| Books        | 10 cents per day |
| Periodicals  | 10 cents per day |
| Books on CD  | 25 cents per day |
| Music        | 25 cents per day |
| Audio-Visual | 25 cents per day |
| DVDs         | 25 cents per day |

Fines accrue for overdue items up to \$5.00 and cease to accrue further.

Items not returned or paid for after the billing notice with a total value of \$100.00 or more will be referred to the Saukville Police Department for issuance of a municipal citation, per ordinance 140-21.

#### **IV. Notifications**

Patrons registered at Oscar Grady Library have the option to receive notifications from the Library by phone, email, or text according to the schedule below:

| <b>NOTIFICATION TYPE</b> | <b>NOTIFICATION OPTIONS</b> | <b>WHEN SENT</b>         |
|--------------------------|-----------------------------|--------------------------|
| Held Item                | Phone, Text, and Email      | Within the day           |
| Coming Due Item          | Text and Email              | 3 days prior to due date |
| 1 <sup>st</sup> Overdue  | Phone, Text, and Email      | 7 days                   |
| 2 <sup>nd</sup> Overdue  | Phone, Text, and Email      | 14 days                  |
| 3 <sup>rd</sup> Overdue  | Phone, Text, and Email      | 21 days                  |
| Bill for Lost Item       | Mail                        | 28 days                  |

#### **V. Blocked Privileges**

Library accounts with \$5.00 or more in fines or fees are restricted from further check out of library items until payment brings the balance to less than \$5.00.

#### **VI. Items Returned Incomplete**

If an item is returned incomplete, fines accrue until all missing parts are returned, up to \$5.00.

Library staff will notify patrons of items returned missing parts. Items may be renewed if no other patrons are waiting for that item.

If missing pieces are not found and it affects the function of the item, a replacement cost shall be charged to the patron plus a \$5.00 processing fee.

If the item can still function without the missing part, a fee of \$3.00 is charged. The charge for missing parts is not refundable if later found.

Vinyl records must be returned in complete form otherwise the full price of the item will be charged and billed to the patron.

#### **VII. Damaged Items**

Items that are returned in a damaged state, including but not limited to water stains, ripped pages, markings that are not erasable, and cracked discs, are subject to a fee equal to the cost to replace the item plus a \$5 processing fee.

The replacement cost for magazines are the cover price of the issue with no other fee. If there is no cover price, then the magazine cost is \$3.00.

Once the full cost to replace the item and the processing fee have been paid, the patron may keep the damaged item.

### **VIII. Lost Items**

Patrons who lose library items are required to pay the replacement cost of the item plus a \$5.00 processing fee. There is no processing fee for magazines.

Replacements or gifts in lieu of payment for a lost item will not be accepted.

Library staff will issue a receipt for payment of fines, lost, and damaged items at the request of the patron. A record of payment is kept at the circulation desk.

### **IX. Loan Periods**

| <b>MATERIAL TYPE</b>                           | <b>LOAN PERIOD</b>  |
|--|---|
| <b>Books</b>                                   |   |
| Fiction  | 28 Day Loan   |
| Non-Fiction                                    | 28 Day Loan   |
| Reference                                      | Non-Circulating or<br>7 Day Loan with Library Director's Approval |
| <b>Audio</b>                                   |   |
| Books on CD                                    | 28 Day Loan   |
| Playaway Bookpacks                             | 28 Day Loan   |
| Vinyl Music and CDs                            | 14 Day Loan   |
| <b>Audio-Visual</b>                            |   |
| Non-Fiction DVD & TV on DVD                    | 14 Day Loan   |
| DVDs   | 7 Day Loan  |
| Playaway Views                                 | 7 Day Loan  |
| Video Games                                    | 14 Day Loan   |
| <b>Periodicals</b>                             |   |
| Magazines                                      | 14 Day Loan   |
| Newspapers and the current issue of a magazine | Non-Circulating   |

Items may be renewed twice as long as no other patrons are on the request list for that item, with the exception being the rental collection.

### **X. Interlibrary Loan**

Requests for items owned by libraries outside of the Monarch Library System should be submitted to a staff member at the circulation desk or through the Oscar Grady Library website ILL form.

Patrons must have a library card in good standing from any of the libraries in the Monarch Library System.

The loan period for an interlibrary loan item is determined by the lending library.

Oscar Grady Public Library overdue fines apply to interlibrary loan material. Lending libraries charge fees for items that are damaged or lost.

Interlibrary Loan items must be returned to the Oscar Grady Public Library.

Approved by the Oscar Grady Public Library Board of Directors (August 2023)