



Circulation Policy

I. Loan of Library Materials

a. Loan Periods

- i. Interlibrary Loan (ILL) materials loan for various lengths of time, which is determined by the owning library.
- ii. Non-circulating materials include newspapers, microfilm, the most current issue of a periodical and reference materials.
- iii. Observe the following chart for all other library materials and loan periods.

21 Days	Books
21 Days	Audiobooks
21 Days	Magazines
21 Days	Kits/Games/Puzzles
14 Days	DVDs (10+ Hour Runtime)
7 Days	DVDs (Less than 10 Hour Runtime)
7 Days	Videogames
2 Hours	Headphones
2 Hours	Laptops

b. Renewing Items

- i. If a customer's library card is in good standing, renewals of materials can be made, if the materials is not on hold/reserve for another person.
- ii. Options for renewal include:
 1. In person at the Library
 2. Over the phone, talking directly with Library Staff
 - a. Renewal requests made on the voicemail of the Library phone cannot be guaranteed.

Mondovi Public Library
Circulation Policy

3. Online through the WRLSWEB catalog
 4. Via Shoutbomb if signed up for texts or phone calls through the Library.
- iii. All materials may be renewed twice, if there is not a hold/reserve on the material and the customer's card is in good standing.
 - iv. Interlibrary Loan (ILL) Materials
 1. The Library is not authorized to renew another Library's material outside of the WRLSWEB System. Permission to extend the loan period can only be given by the owning Library and only Library Staff may make this request.
 2. All requests for ILL renewals should be made no less than one (1) week before the due date to allow proper response time.
- c. Borrowing Limits**
- i. The Library reserves the right to place restrictions on the number of materials for subjects during class assignments, holiday books, or other high demand items.
 - ii. No more than one hundred (100) items can be checked out on any one (1) account at any time.
- d. Reserves/Holds**
- i. Reserves/holds may be placed on any circulated material owned by a WRLSWEB library by a customer who has a Library card in good standing.
 - ii. Options to place holds include:
 1. In person at the library
 2. Over the phone, talking directly with Library Staff
 - a. Reserve/hold requests made on the voicemail of the Library phone cannot be guaranteed
 3. Through the online WRLSWEB catalog
 - iii. No more than fifty (50) reserves/holds may be placed on any one (1) account at any time.
- e. Loan of Reference, Juvenile Reference, Professional, Geographical, and Genealogy Materials**
- i. These materials should always be available for use in the Library for both staff and customers. Loaning out these materials would be a rare occurrence requiring special permission from the Library Director and handled on a case-by-case basis.
- f. Notices on Damaged or Missing Parts**
- i. Individual notice shall be sent requesting the return of missing parts or payment for missing or damaged parts.
- g. Access Restrictions**
- i. The Library does not restrict minors from any public area of the library and Library Staff will not serve *in loco parentis*. In accordance with the American Library Association's statement "Free Access to Libraries for

Minors”, the Library maintains that parents and guardians have the right and responsibility to restrict access of their children – and only their children – to library resources. Parents/guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

II. *Fines, Fees and Overdue Materials*

a. Fine Schedule

- i. A two (2) day grace period will be applied to all materials returned past their due date to the Library.
- ii. All materials returned three (3) or more days past their due date will accrue a \$0.05 charge per item overdue, per day until they are returned.

b. Maximum Overdue Fines

- i. There is a maximum overdue fine of \$10.00 per item for all types of materials.

c. Suspension of Library Card Privileges

- i. Library card privileges will be suspended until the resolution of any of the following conditions:
 1. The customer has unpaid fines of \$10.00 or more
 2. If a check payment has been returned for Non-Sufficient Funds (NSF). The account will be suspended until a cash payment or money order is received, including a \$15.00 service charge.
 3. Court action has been initiated against the customer by any Winding Rivers Library System member library.
 4. The customer has out of date information on their computer record.
 5. The customer has one or more overdue ILL material.
 6. The customer has one or more items overdue for more than eight (8) weeks.

d. Overdue Notice Schedule

- i. Notices of late materials will be sent out according to the following schedule:
 1. First notice will be sent to customers via their preferred method of contact after 7 days.
 2. Second notice will be sent to customers via their preferred method of contact 7 days after the first notice.
 3. Third notice will be mailed to the customer 14 days after the second notice.
 4. Replacement bills will be assessed and mailed to customers 14 days after the third notice.

e. Lost or Damaged Materials

- i. Replacement Costs
 1. Full replacement cost will be charged for any cataloged Mondovi library material that is lost OR damaged beyond repair, as determined by Library Staff.

Mondovi Public Library
Circulation Policy

2. For items not owned by the Mondovi library replacement costs will be determined by the owning library. Payment must be made directly to the owning library either by check or online through the WRLSWEB catalog.
- ii. Lost Materials if Found
 1. Before Payment
 - a. The replacement cost will be removed from the customer account when the lost material is returned.
 2. After Payment
 - a. If a lost material is found and returned to the Library within 30 days after payment, the customer will get a refund through City Hall as long as the material is still in proper and usable condition as determined by Library Staff. The Library receipt or copy of a check must accompany the returned material in order to receive a refund.
 - b. If a material is found and returned to the Library 30 days after payment has been made, the customer is entitled to keep the material or donate it back to the library.
 3. No refunds will be given for payment of equipment, another library's equipment, as well as for the payment of an ILL material.
- iii. Damaged Materials
 1. If a material returns to the Library damaged and unable to immediately be returned to circulation, it is up to the discretion of the Library Director whether the customer will be charged a fee for the damage.
 - a. There is a \$4.00 charge for any broken or lost locking DVD/Blu-Ray/Videogame case.
 2. If a material is damaged beyond repair and the full replacement cost paid, the customer may keep the material upon request.
 3. In instances of theft or damage of library materials, the Library reserves the right to charge customers for staff time spent investigating and resolving the case. Any charges related to recoupment of staff time will be in addition to the fees for replacing the material(s).
- f. Appeal of Library Charges**
 - i. If a customer feels as though they have been charged in error or have proof of any extenuating circumstances and feels Library charges should be changed, they may appeal their charges with the Director of the Library. Charges may be upheld, reduced, or cancelled and are at the discretion of the Director.
- g. Continued Delinquency**
 - i. Customers who fail to return materials and/or pay for damaged materials may be subject to prosecution under section 943.61 Wisconsin State

Mondovi Public Library
Circulation Policy

Statutes and may be referred to the Mondovi Police Department for issuance of a criminal citation and court action. When judgements are found in favor of the Library, the customer will be assessed court costs in addition to the citation and outstanding Library fees. The Library may choose to use a collection agency to retrieve delinquent materials. Any costs to the Library may be passed on to the customer.

h. Bankruptcy

- i. The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt.

Mondovi Public Library will, upon receiving a bankruptcy discharge of debt notice from the U.S. Bankruptcy Court, dismiss all charges on the account of the debtor that have been assessed by the Mondovi Public Library for lost or damaged items, overdue fees, billing fees, and/or collection agency fees.

Approved by the Library Board of Trustees on October 6th, 2020.