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Circulation Policy

- I. Purpose of Policy
- II. Eligible Card Holders and Library Card Types
- III. Statement of Responsibility
- IV. Limitations on Borrowing
- V. Return of Library Materials
- VI. Holds
- VII. Loan Periods
- VIII. Overdue Materials
- IX. Lost or Damaged Materials
- X. Insufficient Funds
- XI. Confidentiality of Library Records
- XII. Library Theft Law

I. Purpose of Policy

- A. In keeping with our mission, “Welcoming everyone to explore, grow, and connect,” the Mount Horeb Public Library strives to maintain the most liberal lending policy possible.
- B. Mount Horeb Public Library is a member of the South Central Library System (SCLS). Some provisions of this policy are formulated to comply with requirements of this membership.
- C. This policy is designed to ensure all users have equitable access to the services and materials of the Mount Horeb Public Library regardless of race, color, sex, national origin, age, religion, sexual orientation, or disability.

II. Eligible Card Holder

A. Library Card Types

Standard Library Card	Residents of Dane County and all other counties are eligible for a card at no cost for first time card recipients after presenting current identification. Proof of residence is required for full library privileges.
Temporary/Limited Use Card	Temporary/Limited Use Cards will be applied to patrons staying at a given address for 90 days or less. This card-type restricts the users to a three-item checkout limit and a two-item holds limit.
Web Use Only Card	If proof of address cannot be provided for either a temporary or permanent address, a Web Use Only card will be issued.
Educational/Institution Card	Village of Mount Horeb community organizations, city departments, and the Mount Horeb Area School District may be issued organizational borrowers cards for use by authorized individuals.

- B. The library issues cards to individuals and organizations such as schools, day cares and nursing homes. Standard cards are issued for a four-year period. Mount Horeb library cards are good at all public libraries within SCLS.

C. Any resident of the State of Wisconsin is eligible to receive a Standard card. All applicants 16 years of age and older must present a photo ID and proof of address. Examples of identification include a driver's license or Wisconsin ID card, checkbook, or mail.

D. Registered library card holders are responsible for informing the library of any name, address, phone, or status changes.

E. Regularly used Library cards expire every four years and may be renewed at that time. Cards not used for two (2) years will expire. Patrons who do not use their card within one (1) year after the expiration date will have their registration purged from the system—provided they do not have outstanding lost or damaged fees—and will have to reapply for a card.

F. Only one card will be issued to each individual/institution/organization.

G. Cards may be issued to children of any age. Applicants under the age of 16 must have a parent or guardian signature on the application form and the parent/guardian must be present at the time of application. Parents/Guardians applying for cards for multiple children must have each child present at the time of application. Children residing in dual households will be issued only one card.

H. Daycares, teachers, or babysitters may bring pre-signed applications by the parent or legal guardian. Each child must be present to be issued a card.

E. Upon turning 18, the existing card will be considered "adult" status whereby all financial responsibility will be the card holder's rather than the parent's or guardian's.

K. Homebound: Any Mount Horeb resident who finds it difficult or impossible to visit the library in person because of temporary or permanent physical disability is eligible for Homebound Delivery Service through Dane County Library (DCL). This service is available as long as the resident is homebound. The library user's existing library card will be switched to HOMEBOUND status.

Walking Books: Mount Horeb Public Library also partners with the Friends of the Library to provide library service to those library patrons who are permanently or temporarily homebound. Homebound patrons have their own cards; those cards may be used by a volunteer to check out materials for the homebound patron. Participants in "Walking Books" will not be assigned the DCL "Homebound" status in the system.

L. Village of Mount Horeb departments, community organizations, and the Mount Horeb Area School District may be issued organizational borrowers' cards for use by authorized individuals.

1. The head of the organization must sign the application form and supply identification for the organization and list of authorized individuals. The organization assumes responsibility for any library materials checked out on the card.

2. These cards will be issued for four years. Card renewals are possible as long as organizations remain in business. It is the responsibility of the head of the organization to inform the library of staff changes.

3. Materials for personal use may not be checked out on the card. Abuse of this privilege will result in the head of the organization being notified and/or revocation of the organization's card.

M. Milwaukee County Federated Library System has not negotiated an approved reciprocal borrowing agreement with South Central Library System.

N. Mount Horeb Public Library may issue temporary library cards (expiration date set for anywhere from 3 weeks – 3 months on a case-by-case basis) for out-of-state patrons.

III. Statement of Responsibility

A. Patrons are responsible for all materials checked out on their library card. Patrons are encouraged to handle materials carefully to ensure their longevity and usability. Please see section IX pertaining to Lost or Damaged Materials.

B. MHPL is not responsible for any damage to the borrower's media devices. Patrons who use library materials with media devices assume all risk of loss or damage to such devices caused by media items.

IV. Limitations on Borrowing

A. Library patrons should bring their cards to the library for each visit. If a patron forgets their library card, they may use a valid photo ID to check out materials with library staff.

B. Any patron with fees in excess of the library's suspension limit (\$20.00) may not check out materials until the balance is less than the \$20.00 threshold.

C. Reference materials, newspapers, in-house video games, and the current issues of magazines are non-circulating and may not be checked out.

D. The responsibility for the use and circulation of library materials by children rests with their parents and/or guardians. No borrowing restrictions are placed on children once their parents have signed the application form.

E. Patrons may have 100 items checked out, and 75 holds on their account at one time.

F. Mount Horeb Public Library reserves the right to refuse the loaning of equipment and items requested through Outerlibrary loan (OLL) to patrons who fail to follow borrowing guidelines.

G. Patrons may request items through Outerlibrary Loan (OLL) which is outside of the SCLS Consortium. Loan periods and renewals are contingent upon the owning library. Mount Horeb Public Library has no authority over these items.

H. Patrons must fill out the OLL Request Form including signature acknowledging the Copyright statement.

V. Return of Library Materials

A. Mount Horeb Public Library materials may be returned to any SCLS public library or bookmobile. Materials returned to non-SCLS public libraries remain the responsibility of the patron.

B. If patrons do not return OLL items on time, they may be barred from utilizing the OLL system.

VI. Holds

A. At age 16, juvenile patrons can request to update their holds authorization.

B. When Patrons place items on hold, they will automatically be placed at the end of the waiting list.

C. Once received at the library, a hold remains on the hold shelf for a patron for 8 days (including Sunday).

D. To protect a patron's privacy, holds can only be checked out by the patron requesting them or by an authorized card user (with staff assistance). A patron must complete the Holds Pickup Authorization Form to authorize others to check out their holds. To checkout holds on the self-check machines it is necessary to use the card of the patron who placed the hold. The self-check machines will not recognize other names/cards, even those listed on the Holds Pickup Authorization Form.

VII. Loan Periods

<u>Item</u>	<u>Loan Period</u>
Feature Films (including Lucky Day), Lucky Day CDs, Laptops, Spheros	7 days
Lucky Day Fiction Books, New Adult Fiction	14 days

Magazines	14 days
Music CDs, Software, Audiovisual equipment	14 days
Busy Boxes, Teaching Kits, Daycare Kits	14 days
Books (Fiction & Non-fiction); Lucky Day Non-fiction	28 days
Non-feature Films (Non-Fiction)	28 days

- A. A renewal period of the same length as the initial loan period is granted for any item, unless it has been placed on hold for another person. Items may be renewed twice. Renewals retain the borrowing rules of the library where the item was initially checked out. Renewal items do not have to be in-hand to be renewed unless they are Lucky Day items.
- B. Renewal is granted on Lucky Day items, but renewals must be made in person at the Circulation Desk and may be renewed once.
- C. Renewal is not granted on laptops.

VIII. Overdue Materials

- A. Materials are considered overdue if not received by the date due. The library does not charge daily fines on items checked out at the Mount Horeb Public Library. Materials returned in the library book drop when the library is not open are considered to have been returned on the last open day of the library.
- B. Library users will receive an overdue notice when items are 14 days and 26 days late. An advanced notice email may be sent two days prior to items being due with a valid email address. Library users may opt out of email notification.
- C. Materials that are 29 days overdue will automatically be converted to "lost" status. When materials convert to "Lost" status, the system automatically adds the replacement fee for the item to the patron's account. This replacement fee is automatically removed from the patron's account once the item is returned. Materials must be returned or lost fees paid to resume card privileges.
- D. If a patron has returned a lost item that they have paid for, they will be eligible for a full refund up to 6 months after the original payment as long as the item is in good condition.
- E. If a patron believes that the material checked out on his/her card was returned, the library can put a "claims returned" on the item, and it is removed from the patron's financial
- F. Lost or damaged fees may be waived in cases of emergencies.
- G. The library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Only overdue materials as of the date of the decree will be cleared and suspensions removed.

IX. Lost or Damaged Materials

- A. Patrons are responsible for all materials checked out on their library card. A patron is required to pay for material which becomes lost or has been damaged while checked out. The library may accept replacement copies of lost or damaged material on a case-by-case basis. Generally, the replacement cost listed in the LINK catalog for materials is the current list price. This replacement cost may include a processing fee.

X. Insufficient Funds

- A. If a patron bounces a check, the amount bounced will be placed back on the patron's account. Additionally, if the bank charges the library an insufficient funds charge for the bounced check, this fee will be passed on to the patron.
- B. After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash or money order.

XI. Confidentiality of Library Records

A. Please refer to Mount Horeb Public Library's Privacy Policy found at <https://www.mhpl.org/policies>.

XII. Library Theft Law

A. Please refer to the Village of Mount Horeb, Municipal Code, Chapter 9.14.

This policy replaces any previous policy regarding circulation; Latest revision by the Library Board September 24, 2020.