



## **POLICY - Circulation**

### **I. Getting & using a library card**

#### **A. Getting a Library Card**

Application for a library card can be made at the Bookmobile, Dream Bus or at any municipal library in Dane County. Applicants must provide identification and proof of address.

Children *under 14 years of age* must obtain a parent's or legal guardian's signature on the application to receive a card. Parents or legal guardians are fiscally responsible for the materials borrowed on their child's card. No borrowing restrictions are placed on children once they have obtained their parent's signature on the library card application.

Agencies located in Dane County may be issued a DCLS card. The agency head must sign the application stating that the institution will accept responsibility for all materials borrowed on the card. Agencies should notify DCLS when a change of agency contact occurs.

Cards are valid four years. Cardholders should notify DCLS whenever a change of address occurs.

#### **B. Borrowing limits**

A maximum of 100 items can be checked out to one person at any given time. The Bookmobile and Dream Bus may impose temporary limits on the number of items checked out in order to serve all users equitably.

The loan period for DCLS materials is 28 days. It is the cardholder's responsibility to return materials by their due date. Library materials can be returned to the Bookmobile, Dream Bus, or any public library.

#### **C. Overdue Materials**

Material more than 28 days overdue shall be considered lost and staff will assess replacement fees on a case by case basis. Patrons owing fees in excess of \$20.00 will be suspended from borrowing system-wide; however, DCLS staff will assist patrons with fine/fee resolution.

#### **D. Requests**

Patrons may place hold requests for material not immediately available, and will be notified of availability via email, telephone or text. Requested items will be held for 2 weeks to allow patrons time for pick up. Patrons are encouraged to use LinkCat to place holds or request help from DCLS staff; there is a limit of 75 holds per patron.

DCLS loans material non-SCLS libraries. DCLS patrons may request items from libraries outside of SCLS via staff.

Borrowing libraries are responsible for the timely return of materials and are responsible for lost or damaged items. Patrons must reimburse DCLS for any loan material that is lost or damaged according to the lending library's policy.

## **II. Payments & refunds for lost or damaged materials**

Patrons are responsible for the replacement cost of any lost, destroyed, or damaged items. DCLS staff will assess such cost on a case by case basis and work with patrons to resolve issues.

Refunds will be paid on payments for lost DCLS material that is found and returned in acceptable condition within 6 months of payment.

## **IV. 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 December 1, 2016. Amended March 7, 2019. Amended December 2, 2021.*