

## Introduction

~~One of the primary purposes of any library service is to bring people together with the information they need. In keeping with this mission, the~~ Dane County Library Service strives to maintain ~~the most~~ liberal lending policies while curbing the abuse of borrowing rights, possible without allowing some borrowers to abuse their borrowing rights to the detriment of others.

## I. Loan of Materials to Individuals

### A. Eligible Card Holders

Any individual residing in an area taxed by Dane County for library services may apply for and will be issued a Dane County Library Service library card. ~~In completing the application, the individual must give his or her full legal name, and legal address including town, village or city.~~ Applications for library cards can be made at the bookmobile or at any municipal library which contracts with DCLS for the extension of services. ~~All individuals over fourteen years of age must provide an acceptable form of legal name identification at the time of application.~~ 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 guidelines, which include:

\*Current Driver's License or State ID – card issued

\*Current passport – card issued

\*Current Military ID – card issued

\*Current Student ID – card mailed

\*Current Permanent Resident card – card issued

\*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. Should a card be lost, stolen, or destroyed a \$1.00 replacement fee is charged. As per the South Central Library System card registration guidelines, the library taking the application for a replacement of the lost card retains the fee collected.

### B. Loan Periods

1. Bookmobile loans: ~~Loan periods are as follows for materials borrowed from the bookmobile:~~

Books, print and audio-- 28 days

New books and books in demand – 14 days

Magazines – 14 days

Music recordings – 14 days

Video materials -- 7 days

2. Outreach Services ~~-. Loan periods are as follows for~~ materials loaned to qualified homebound users:

Books, magazines, audio and video material -- 28 days

3. Readmobile ~~--. Loan periods are as follows for~~ materials borrowed from the Readmobile:

Books – 28 days

—C. Limitations on borrowing

It is the policy of DCLS that the responsibility for the use of library materials by children rests with their parents and/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

While it is ~~understood that it is~~ the responsibility of each cardholder to return any library materials borrowed by their due date, the Dane County Library ~~Service will~~ provides a courtesy reminder whenever library materials checked out from the bookmobile are not returned within two weeks following the due date. Should material become more than 28 days overdue, it shall be presumed lost and a ~~replacement bill for~~ ~~its replacement~~ will be issued. In addition to the replacement cost, a \$1.00 per item fee will be assessed. Patrons with material more than 28 days overdue or who owe fees in excess of \$9.99 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 Library Service 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 the South Central Library System. Any fees due may be paid at those libraries using the integrated library system provided by the South Central Library System.

If a patron receives a notice concerning overdue library materials and believes the library service has made an error, he or she should contact the Library office. A "claims return" report will be taken; patrons will not be responsible for the first three items claimed returned.

—E. Requests for material not immediately available.

Patrons may place requests for material (either by title or subject) not available on the bookmobile. Up to a total of five requests will be accepted at any one time, either by phone to the library office, or in person at a bookmobile stop. Patrons are

encouraged to use the online library catalog to place their own holds. Patrons are limited to seventy-five outstanding holds at any one time.

Material requested ~~one week~~ will be available at the next weekly bookmobile stop or as soon as possible thereafter. Material will be made available for checkout at two consecutive stops. Notice of availability is provided by email if possible, or by telephone.

## **II. To libraries for interlibrary loan purposes**

### **A. Eligible users**

Libraries who access the interlibrary loan services of the South Central Library through its Resource Library, currently the Madison Public Library, may request the interlibrary loan of materials in the Dane County Library Service.

### **B. 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 interlibrary loan protocols, libraries borrowing items through interlibrary loan are responsible for their timely return. Borrowing libraries must reimburse DCLS for items lost or damaged.

## **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 cost of rebinding books, 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 and borrowed from DCLS is subsequently found and returned in acceptable condition within one year of payment, a refund will be made. Patrons should return the item with receipt for reimbursement. All other refunds for 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 Dane County Library Service this library 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.

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