



## **POLICY - Circulation**

### **I. Loan of Materials to Individuals**

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

Anyone residing in an area taxed by Dane County for library services is eligible for a DCLS library card. Applications for library cards can be made at the Bookmobile, Dream Bus or at any municipal library which contracts with DCLS for the extension of services. 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 and proof of address.

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 a change of address occurs.

#### **B. Loan Periods**

Books, print and audio -- 28 days

DVDs -- 7 days

Materials loaned to qualified homebound users -- 28 days

#### **C. Limitations on borrowing**

The responsibility for the use of library materials by children rests with their parents or legal guardians. No borrowing restrictions are therefore placed on children once they have obtained their parent's signature on the library card application.

SCLS holds a policy of a maximum of 100 items 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 and Dream Bus may require the implementation of temporary limits in order to serve all users of these services.

#### **D. Overdue Materials**

It is the responsibility of each cardholder to return library materials by their due date. Material more than 28 days overdue shall be presumed lost and a replacement bill will be issued. Patrons with material more than 28 days overdue or who owe fees in excess of \$20.00 will be suspended from borrowing system-wide. The material must be returned or paid for before borrowing rights will be reinstated. DCLS does not accept replacement items in lieu of the payment of the library's replacement cost.

Patrons of the Bookmobile or Dream Bus may return their materials to any municipal library which is a member of SCLS. Any fees due may be paid at those libraries using the integrated library system provided by SCLS.

If a patron receives notice concerning overdue library materials and believes DCLS has made an error, he or she should contact the Library office. A *Claims Returned* report will be made; patrons will not be responsible for the first three items claimed returned within a calendar year.

E. Requests for material not immediately available.

Patrons may place hold requests for material not available on the Bookmobile or Dream Bus. Patrons are encouraged to use LinkCat to place holds or request help from DCLS staff. Patrons are limited to 75 outstanding holds at any one time.

Material requested will be placed on the Bookmobile as soon as it becomes available. Material will be available for checkout for two weeks. Notice of availability is provided by email or telephone.

## **II. Outerlibrary Loan**

### **A. Requests**

DCLS loans material to requesting libraries outside of SCLS per system Outerlibrary Loan policies. DCLS patrons may request items from libraries outside of SCLS via staff.

### **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**

Libraries borrowing items through interlibrary loan are responsible for their timely return. Borrowing libraries must reimburse DCLS for items lost or damaged. Patrons must reimburse DCLS for any loan material that is lost according to the lending library's policy.

## **III. Payments 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.

## **IV. Refunds**

If lost material owned by DCLS is subsequently found and returned in acceptable condition within 6 months of payment, a refund will be made. Refunds for non-DCLS 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 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.*