



POLICY - Circulation

Definitions

DCLS – Dane County Library Service

SCLS – South Central Library System

I. Getting & using a library card

A. Getting a Library Card

1. Application for a library card can be made at the Bookmobile, Dream Bus or at any municipal library in Dane County. Applicants must provide current address and email or phone number. Staff will work with patrons whose address is in question.

2. 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.

3. Agencies located in Dane County may be issued a DCLS card. The agency is responsible for all materials borrowed on the card. Agencies should notify DCLS when a change of agency contact occurs.

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

B. Borrowing items

1. A maximum of 100 items can be checked out to one person at any given time. DCLS staff may impose temporary limits on the number of items checked out in order to serve all users equitably.

2. 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.

3. Material more than 28 days overdue is considered lost and staff will assess replacement fees on an individual basis.

4. 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.

C. Requests

1. Patrons may request material not immediately available, and will be notified of availability via email or text.

2. Requested items will be made available for 2 weeks.

3. Patrons are encouraged to use LinkCat to place holds or request help from DCLS staff.

4. Patrons may have up to 75 holds at one time.

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

6. Borrowing non-SCLS 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. Lost or damaged materials

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1. Patrons are responsible for the replacement cost of any lost, destroyed, or damaged items. DCLS staff will assess such cost on an individual basis and work with patrons to resolve issues.
2. Refunds will be paid on payments for lost DCLS material that is found and returned in acceptable condition within 3 months of payment.
3. Refunds will not be made on items over \$20.00.

IV. Confidentiality of library records

1. In accordance with Wisconsin Statutes, Chapter 43.30, all library records are confidential. Such records shall not be made available to any agency or individual except pursuant to a court order.
2. 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 custodial parentage or guardianship 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

Amended October 9, 2025

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