



# ***Little Chute*** ***Public Library*** Gerard H. Van Hoof Memorial

## Circulation Policy

### Library Cards

Anyone can get a library card! You will need the following to register for a library card:

1. Photo ID
  - Photo identification may include but is not limited to, a driver's license, state ID, tribal ID, or student ID.
2. Proof of current address
  - Proof of address may include, but not be limited to, mortgage/rental papers, utility bills, or printed checks.

All library cards expire after 12 months. You can renew your card in person, by phone, or by email. Library staff will update any changes to contact information and renew your card for the year.

### **Juvenile Cards:**

When registering for a Juvenile card, the parent/guardian must be present with the same identification as listed above. Juvenile cards are for those 18 and under and the parent/guardian assumes financial responsibility for the account.

Please note: Under Wis. Stat. 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent. Examples of such proof include a government-issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.

## **Community Cards:**

Community cards are available for patrons in temporary living situations or who do not have proof of residence. A community card has a lower checkout limit.

## **Teacher Cards:**

Any public school educator, private school educator, or homeschool educator can register for a Teacher Card. Having a separate card will accommodate more holds and checkouts for educational purposes.

## **Lost Cards:**

Please contact the library immediately if your card has been lost or stolen.

## Checkout limits

- Total checkouts: 150 items
- Total checkouts of media and DVD's: 50 items
- Total items on hold: 50 items

## Fees and Fines

We are a fine free library! There are no late fees charged to patrons for returning items past their due dates.

- Damaged items will be billed to the library account for the replacement cost
- Lost items will be billed to the library account for the replacement cost
  - Items not returned after 28 days will be automatically marked as lost and billed
    - Items can be renewed 3 times and must be renewed by due date to avoid being marked lost
  - Items returned to the library, undamaged, after the item was billed will be removed from the account with no fine
- Printing
  - \$.25 for each black and white printing or copy
  - \$.50 for each color printing or copy
- Fax
  - \$1.00 per page