



# ***Little Chute Public Library***

**Gerard H. Van Hoof Memorial**

## **Circulation Policy**

The Little Chute Public Library (LCPL) is a member of the Outagamie Waupaca Library System (OWLS), which serves 17 libraries in Outagamie and Waupaca counties. The LCPL is also a member of OWLSnet which includes members of OWLS and Nicolet Federated Library System. The LCPL maintains a Circulation Policy to ensure that all patrons are provided with consistent services and that every patron has clear expectations of their rights.

### **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.

## **Loan Periods and Renewals**

- Books, audiobooks, magazines, and music CDs circulate for 4 weeks.
- Short loan items and DVDs circulate for 2 weeks.
- Library of Things items circulate for 2 weeks.
- Interlibrary loans (items obtained from outside OWLSnet) are due by the date indicated by the lending library. Patrons must make renewal requests at least 2 days in advance of the due date so that the owning library may be contacted.
- Checkout limits:
  - Total checkouts: 150 items
  - Total checkouts of media and DVDs: 50 items
  - Total items on hold: 50 items.
- Items may be renewed 3 times unless a hold has been placed on the item. Items can be renewed in person, by phone, or online. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed.

## **Fees and Fines**

The LCPL does not charge fines for overdue items. Patrons will be billed for lost or damaged items.

- 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 the 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.

Patrons who have over \$5.00 in fines of fees will be denied borrowing privileges until those fines are paid for, overdue materials are returned and paid for, and/or lost and/or damaged items are paid for. No refunds will be issued if a lost item is found after a replacement cost is paid.

Library material may be returned to any library in Brown, Door, Florence, Kewaunee, Marinette, Menominee, Oconto, Outagamie, Shawano, and Waupaca County.

## **Hold**

A patron may reserve material in person, through the InfoSoup system, through the InfoSoup app, or by telephone. Patrons will be notified by email, automated telephone message, or text message when the materials are available. There is no charge to the patron for placing a hold or for interlibrary loan services.

## **Theft of Library Materials**

As specified in Wisconsin State Statute 943.61, "Whoever intentionally takes and carries away, transfers, conceals, or retains possession of any library material without the consent of a library official, agent, or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5)." The LCPL adheres strictly to all sections of this Statute with regard to the theft of library materials.

## **Confidentiality**

As specified in Wisconsin State Statute 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)." The LCPL adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.