

Minocqua Public Library

Circulation Policy

Approved 6/23/2005; Revised 4/20/2006; Revised 5/25/2006; Revised 9/28/2006; Revised 10/25/2012; Revised 11/20/2013; Revised 1/23/2014; Revised 10/16/2023

The Minocqua Public Library's circulation policy promotes the maximum use of the library materials while ensuring the rights of the borrowers.

Registration

Free library cards will be issued to persons of any age who are residents or who own property in the state of Wisconsin.

Eligible borrowers include:

- Residents of Oneida County.
- Residents of any other municipality with which Wisconsin Valley Library Service has a reciprocal borrowing contract, and who have a valid library card from the library serving their permanent residence.
- Residents of other Wisconsin counties outside of WVLS who provide a permanent address and phone.

Applying for a library card:

Adult Borrower's Card

Individuals 18 years and older must present identification; a photo ID as proof of legal age and identity. Acceptable examples of identification include unexpired driver's license, state ID or student ID. Library staff may verify residence using the guidelines from the Wisconsin Proof of Residence for Voter Registration guide (elections.wi.gov/publications/voter-guides/proof-of-residence). The applicant must provide a street address (no PO Box) to apply for an adult borrower's card. Individuals applying for a library card must sign the back of the library card and a completed application which includes the following responsibility statement: ***I agree to obey all rules and regulations of the library, to pay promptly all charges incurred by this card and to give immediate notice of any address and/or name change, or card loss.***

Adult Temporary Card

Individuals 18 years or older who reside in temporary housing in the Minocqua area (e.g. shelter, campground, hotel, living with other household, renting cabin etc.) for no less than 21 days may apply for a temporary card with an unexpired driver's license or photo ID with the applicant's name and street address if applicable, and if possible, a letter verifying their place of residence. Temporary cards are limited to a maximum of five items at a time.

Juvenile Borrower's Card

For individuals under 18 years, the custodial parent or legal guardian must sign the library application and provide identification for the address. Note: If the parent or guardian card is blocked because of unreturned (billed) materials, the materials must be returned, or the replacement cost paid before any minor in the household is issued a card. The parent or guardian who signs the application also agrees to the following responsibility statement: ***As the parent or guardian, I realize that I am responsible for the supervision of internet use, the selection and return of materials borrowed, as well as any fees incurred by the minor child to whom this card is issued.***

Lost Cards

Patrons are responsible for alerting the library of a card that has been lost or stolen. Possession of a library card by a spouse, parent, or even an unrelated individual implies that the cardholder authorizes that individual access to their library records and to borrow materials on the card.

Expiration and Deletion of Borrower Records

Library cards expire annually on the patron's birthday and can be renewed by phone, email, or in person to ensure patron contact information is up to date. A borrower's registration may be deleted from the library's database when it has not been used for five (5) years. The patron will be eligible to re-register, following the guidelines above.

A borrower's temporary card will expire in 3 months or by the given date and extended only at management discretion.

Loan of Materials

Circulation Time Periods

7 DAYS

- Magazines
- DVDs, Blu-rays
- Equipment (slide projector, telescope, digital projector). Longer circulation periods are available upon request. Staff may limit this request if necessary.

14 DAYS

- Adult new fiction and non-fiction books
- Large print new fiction and non-fiction books
- Music CDs
- Television series
- Kits (learning outside the box, children's activity backpacks)
- Board Games

21 DAYS

- Regular fiction and non-fiction books
- Audio books
- Large print & paperbacks
- Juvenile books
- Young adult books

Interlibrary loan materials circulate for the time period specified by the lending library.

Renewals

Library materials may be renewed twice provided there are no reserves on the item. Renewals may be made in person, by phone, or online. Interlibrary loan materials may be renewed once permission has been granted by the lending library.

Holds on Items

Patrons need to have a library card in good standing and a PIN (personal identification number). The Minocqua Public Library staff does not have access to a patron's PIN. Patrons who do not know their PIN may either call or come to the library during normal business hours to have it reset by staff.

Items placed on hold via the Aspen catalog are available for pickup at the library's hold shelf. Holds may be placed on all library materials in person, by phone, or the online catalog. When holds become available to pick up, patrons have the option to be notified by phone, email, or text. Items are held for seven (7) days from the date the item is checked in. When a hold is not picked up, it is sent back to the owning library or onto the next patron on the waiting list. The patron may place a new hold on the item, but they will go to the bottom of the existing hold list.

Overdue Materials and Fees

Minocqua Public Library is a fine free library, and most items will have no daily overdue fines incurred. However, due to their nature and cost, some library items will still incur fees such as circulating technology devices. Patrons are still encouraged to honor due dates and request renewals for any materials that they wish to keep longer.

Overdue Notices

Three notices (via US mail, email or phone) are sent for overdue library materials. The final notice includes the replacement cost of the item.

- 1st overdue reminder notice – sent 7 days after due date
- 2nd overdue reminder notice – sent 14 days after due date
- Bill for lost items – sent 35 days after due date

Damaged/Lost Materials

Damage charges will be assessed depending on the extent of the damage. Full replacement cost is assessed for any materials that are lost or damaged so badly that they must be replaced. The borrower may keep any damaged materials for which they have paid the replacement cost. The library does not accept materials purchased by the patron as a replacement for a lost or damaged item. No refunds will be given for materials that are lost, paid for, and then recovered. All library materials that are more than four weeks overdue will be considered lost and the replacement cost will become the responsibility of the patron.

Suspension of Borrowing Privileges

A cardholder's borrowing privileges will be suspended under the following circumstances:

- Fees over \$5.00
- One or more billed items
- Overdue interlibrary loan materials

Borrowing privileges are reinstated immediately upon payment of charges and/or return of overdue materials.