APPLETON PUBLIC LIBRARY

CIRCULATION POLICY

PURPOSE

A core service of the Appleton Public Library (“Library”) is the loan of materials to individuals in the community. The Library does this by maintaining a database of registered borrowers and giving patrons in good standing access to the collections of the Library, OWLSnet, and through interlibrary loan. The Library promotes the use of materials, ensures the rights of borrowers and protects Library property to safeguard the collection and make materials available to as many people as possible.

POLICY

1. Borrower Eligibility
    a. Patrons registered at an OWLSnet library are eligible to borrow materials and all Wisconsin residents are eligible for a library card. The Library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials.
    b. Library staff will require those applying for library cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing or renewing a card.
    c. Individuals residing in temporary housing or unable to provide sufficient evidence of residence may only be eligible for cards with limited or no borrowing privileges.
    d. Patrons must provide evidence of a physical address; PO BOX and General Delivery addresses are not sufficient.
2. Borrower Responsibilities
    a. Patrons applying for library cards will sign a responsibility statement on their library card and/or digitally which reads as follows: "I accept the responsibility for all use of this library card including fines incurred and lost, damaged, and stolen material until this card is reported lost or stolen. A fee may be charged for a replacement card.”
    b. The Library will require that a parent or guardian sign the card and/or digital application form for their child under age 16.
    c. Parents or guardians are responsible for their minor children's use of library material, including payment of any bills or charges incurred by their children.
    d. Each parent or guardian shall have the right and responsibility to set standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
    e. APL will not assert the rights of a minor child under age 16 over the rights of that child's parent(s) or guardian(s). The Library will comply with a parent(s) or

guardian's written request restricting their minor child's access to specific collections at checkout.

3. Confidentiality of Records
    a. In compliance with Wisconsin Statue 43.30, all identifying library records are confidential and cannot be disclosed to others except as provided by law.
    b. Exceptions are detailed in the Library's Privacy Policy as well as to custodial parents or guardians of children under the age of 16 as follows:
        i. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24 (4).
        ii. Examples of such proof include possession of the child's library card number, a valid library card or other 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.
        iii. Requests will be complied with as soon as practicable and without delay. Requestors who are denied access may appeal the decision following the appeals process described in the bylaws.
4. Circulation Rules
    a. The Library staff shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for various collections appropriate for the proper use of materials.
    b. The Library is not responsible for any damage caused to playback equipment by audiovisual materials.
    c. The Library may charge a fee or recover costs for the following situations:
        i. Lost library card replacement
        ii. Damaged items
        iii. Replacement of items not returned
        iv. Recovery charge for accounts referred to a collection agency
        v. Photocopies/document delivery.
    d. Library staff may deny borrowing to cardholders
        i. Not presenting their card or other identification
        ii. With a significant number of overdue materials not yet returned
        iii. With bills for unreturned or damaged material
        iv. Whose place of residence is no longer confirmed due to mail notices being returned.
5. Recovery of Materials
    a. The Library reserves the right to
        i. Take measures up to and including legal action to recover materials not returned
        ii. Utilize a collection agency to recover items and/or funds.

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