**Greenwood Public Library**

 **Circulation Policy**

Wisconsin Valley Library Service, (WVLS), serves Clark, Marathon, Taylor, Lincoln, Langlade, Oneida, and Forest counties. Greenwood Patrons with a library card may borrow items from any of these county libraries.

Registration

All borrowers must have a valid local or system patron card to borrow library materials.

Minors must have parent/guardian signatures on their form. A copy of the minor’s form will be given to the parent/guardian.

Patron cards/registration expires annually to ensure updated contact information.

Patrons must fill out a registration form. The following statement is printed on the form for the patron’s information and acceptance:

“*I agree to be financially and personally responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent. I promise to comply with all library rules and policies both current and future, including Acceptable Use Policy for Computers, Internet, and Wireless, and to give prompt notice of change of address or loss of library card.”*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

For Minors:

“*Signing this form agrees with the Internet/Wireless Acceptable Use Policy for minors and grants permission to use library computers for the minor patron on this form.*

*As the parent or legal guardian of this minor, I realize that I am financially responsible for library materials checked out on this minor’s card as well as any fees incurred.*

*As the parent or legal guardian of this minor, I realize that I am financially responsible for any damage to library materials, equipment, or to the facility.*

*Parent/Guardian Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Patron Probationary Period

New patrons are probationary. New patrons are limited to 5 items (1 DVD) per family/address for 3 months OR until a positive loan/return history has been established. New patrons are not eligible for VCat interlibrary loan or WISCAT items during the probation term. Library staff has the authority to increase probationary limits on patrons not following the library circulation policy. Library staff has the authority to limit the number of items to a patron/family if items are continually lost/billed.

Lost or Forgotten Cards

Patrons that lose their card will be issued a new card at the cost of $1.00. Patrons are encouraged to present their card at the circulation check-out counter.

Loan Periods

*New items = no holds outside Greenwood patrons; physical checkout allowed by non-Greenwood patrons*

|  |  |  |  |
| --- | --- | --- | --- |
| New Books | 14 days | 2 renewals | Overdue notices (sent by notice preference) |
| New DVDs | 7 days | 2 renewals | 3 notices sent to patron1st – after 7 days overdue2nd – after another 14 days3rd – notice is a Bill after another 14 days\*Limit 2 NEW DVDs/CDs per family\*Limit 5 total DVDs/CDs per family |
| New DVDs Series | 14 days | 2 renewals |
| New Audiobooks | 21 days | 2 renewals |
| New Magazine | 7 days | 2 renewals |
| Books  | 21 days | 2 renewals |
| DVDs | 7 days | 2 renewals |
| DVD Series | 14 days | 2 renewals |
| Audiobooks/Cassettes | 21 days | 2 renewals |
| Magazines | 7 days | 2 renewals |

Renewals

Renewals are accepted ONLY if there is not a hold on the item.

Renewals may be made online at catalog.wvls.org by patrons using their library card number and pin (last 4 digits

Items will not renew if there are holds in place for that item. of phone number).

Items may not renew if they belong to a library that is not the patron’s home library.

Items may not renew if cataloged as high demand (new to the library collection).

Overdue Items

Patrons are charged 10 cents per day for all overdue items. Not returning library materials is considered theft of property.

Library staff has the authority to limit the number of items to a patron/family if items are continually

overdue /lost/billed. If a patron disagrees, they can express concern in person at the next library board meeting.

Notices

|  |  |  |
| --- | --- | --- |
| Courtesy  | Item is due soon. Sent out by WVLS | Email or Text |
| Overdue | Item is past due date.  | Email, Phone, Text |
| Fines & Bills | Patron owes library for lost/late item(s). | Email or Printed mail |
| Hold Pick-up | Item on hold shelf waiting for pick up.Library holds item for patron for 7 days, if not picked up within the 7 days, item is sent back to owning library. | Email, Phone, Text (must opt-in online-personal rates apply). If auto system cannot reach by phone after 3 tries, notification goes to director email for followup. |

Holds and Interlibrary Loan

Patrons can place holds and renew some items on their own through the online card catalog.

They can also request staff to place holds. Wiscat is used when VCat does not have requested items.

When patrons borrow from other libraries, policies of the library they are borrowing from supersede those of Greenwood Public Library.

Fines and Charges

Patrons with a $5.00 fine or higher are blocked from placing holds or checking out library materials.

Fines from other libraries may be paid at a patron’s home library. Patrons will be billed for replacement costs for damaged or lost items. Replacement costs may include shipping costs incurred to the library.

10¢ per day is charged on overdue items. Once an item has been set to billed status,

(after maximum number of renewals), the fine on the item changes to the cost of replacement.

Damaged Materials

Any damaged item returned is considered the borrower’s responsibility. Staff will set the fee for repair. If the item cannot be repaired, the replacement cost will be charged to the patron. Examples of damaged items include broken or scratched discs, broken cases, pages torn or written on, water damage, and barcodes removed. Items belonging to a library different than the patron’s home library are responsible for following the owning library’s policy on damaged items. WVLS website has procedure for damage to items belonging to another library.

Revised 04.20.21

VCat unification project: loan rules