

Village of Kewaskum Public Library  
Circulation Policy

Library cards are available for free to all Wisconsin residents. In order to check out library materials, library patrons must present their library card.

The library card applicant's preferred ID is a driver's license or Wisconsin State ID. If the driver's license or Wisconsin State ID does not show a current home address, another form of identification will be required in addition to the driver's license or Wisconsin State ID. Applicants must provide proof of residence at the time of registering for a library card. The proof of residence provided must contain a complete name along with current and complete residential address.

Acceptable identifying documents that constitute proof of residence include:

1. A current and valid WI driver's license/ID card plus one of the following items if the address is not current.
2. A current and valid driver license/ID card from another state and/or country, passport, green card, military ID plus one of the following items if the address is not current.
  - a. Any other official identification card or license issued by a Wisconsin governmental body or unit
  - b. An employee ID card with a photograph, but not a business card
  - c. A real estate property tax bill or receipt for the current year
  - d. A residential lease for the current year
  - e. A picture ID or fee card from a university, college or technical college
  - f. Vehicle registration
  - g. Checkbook with pre-printed personal checks
  - h. A utility bill for a period commencing not earlier than 90 days before the application date
  - i. A bank statement not more than 90 days old
  - j. A paycheck not more than 90 days old.

Library cards are issued to children age five and up. Children under the age of 16 need a parent or legal guardian's signature. The parent or legal guardian ID and/or proof of residence will serve as proof of residence for youth under the age of 16. The parent or legal guardian must accompany the youth applying for a library card and they are required to co-sign the application. Children residing in two households will be issued a card where their primary residence is, as stated by the parent or legal guardian. The parent or legal guardian is required to provide identification as confirmation of signature. Should the parent or legal guardian have an account with the Library which is delinquent, the minor child will not be issued a library card until the parent or legal guardian's account status is remedied. If the parent or legal guardian has an objection to this denial, they may request in writing a review of the decision by the Library Director. The Library Director's decision will be final.

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To comply with Wisconsin State Statute, 43.30(1m), library card applicants 16 and 17 years of age need to present a Wisconsin driver's license or Wisconsin State ID with current address at the time of application. Applicants in this age range may also present a current school ID card from a local school along with proof of residence (see previous page for acceptable identifying documents that constitute proof of residence). If they choose, applicants in this age range may apply for a library card the same way children under the age of 16 do (see previous page).

Library cards are valid indefinitely, with an automatic address check every 2 years. Patrons are responsible for informing the Library of any change of address, telephone number, email or parental responsibility for children under age 16.

### **Organization Cards**

Village of Kewaskum community organizations, schools and local businesses may be issued organization borrower cards for use by authorized borrowers. The head of the organization must sign the application form and library card. The head of the organization must supply acceptable identification for the organization and a list of up to three(3) authorized borrowers. Acceptable identification may include: a current property tax bill or proof of business location within the Village of Kewaskum, such as a current utility bill, lease agreement, property deed, or current bill from a major business charge account.

The organization, school, or business assumes responsibility for any library materials checked out on the card. Cards will be valid for 2 years when the automatic address check occurs. Card renewals are possible if the organization remains in business. It is the responsibility of the head of the organization to inform the library of authorized borrower changes. Materials for personal use may not be checked out on the card. Abuse of this privilege will result in the head of the organization being notified and/or revocation of the organization's card.

Kewaskum Public Library will keep the organization cards at the circulation desk and when an authorized borrower wants to check out material for the organization, they must provide a current photo ID. Library staff will verify the authorized borrowers in the account record or with the application. If the patron is not listed as an authorized borrower, they will be unable to check out material until the head of the organization updates the application.

### **Replacement Cards**

When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address and pay a \$3.00 replacement fee. Please report all stolen cards to the Library at 262-626-4312. If a card is presented for checkout before it is reported lost or stolen, the patron is still responsible for all materials checked out on it. If the card is broken, bring the pieces to the Library and a staff member will replace it for free.

### **Date Due Receipts**

Date due receipts are printed for all materials checked out at the circulation desk. Due dates are also available online through the Monarch catalog. Be sure to check carefully for due dates and keep receipts handy in case there are any questions.

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**Forgotten Cards**

Patrons must present a valid library card in order to checkout library materials. If a registered patron does not have his/her library card, then the Library shall accept an alternative form of photo identification.

Acceptable forms of identification for adults aged 18 and above include identification showing their photo and current address. Patrons may bring in a combination of acceptable alternative ID's to have both photo and current address. Examples include driver's license, a state issued identification card, checkbook, utility bill, student ID, passport, or green card.

For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternative IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification. Library staff may refuse to accept alternative ID's.

**Loan Periods and Fines**

Type of item	Loan Period	Fine per day
Adult Books	28 days	\$.10
New Adult Fiction Books under 500 pages	14 days	\$.10
New Adult Fiction Books 500 pages and up	28 days	\$.10
New Adult Non-fiction Books	28 days	\$.10
Children's & Young Adult Books	28 days	\$.10
Entertainment DVDs/Blu-Rays	7 days	\$1.00
Non-Fiction & TV Series DVDs/Blu-Rays	14 days	\$1.00
Audio Books	28 days	\$0.10
Music CDs	14 days	\$0.10
Magazines	14 days	\$0.10
Video Games	14 days	\$1.00
Interlibrary Loan	Varies	\$0.50
Library of Things	7 days	\$5.00
Hot spots	7 days	\$5.00

There are no grace periods. Fines are assessed the day after an item is due.

When a patron's card has reached fines over \$5.00, borrowing privileges will be blocked until the fine has been paid. Fines may be paid in person during regular business hours or through the Monarch catalog online.

Patrons with fines will not be allowed to use another individual's library card as a way of avoiding payment of fines or using the library's public access computers.

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**Renewals**

Items may be renewed in person, over the phone (262-626-4312), online via the Monarch catalog, or in the Monarch2Go app up to two times, as long as no one else is waiting for the item.

**Holds on Items**

Items placed on hold via the Monarch catalog or in the Monarch2Go app are available for pickup at the library's circulation desk when received by the library. Holds may be placed on all library materials in-person at the library, by phone with a staff member, online in the Monarch catalog or in the Monarch2Go app.

When materials become available patrons have the option to be notified by phone, email or text message. Notices for hold pickups are sent out three times per day. Items are held for seven days from the date the patron is notified. When an item is not picked up, it will be sent back to the owning library or onto the next patron in cases where there is a waiting list. A new hold may be placed on the item but the patron will go to the bottom of the existing holds list.

**Picking up Holds for Another Patron**

Family members and other authorized users may pick up items on hold for another patron. A signed permission slip must be on file before allowing this transaction. Once the permission slips are received, staff will then input the information into each patron's account.

**Interlibrary Loan**

Materials not available in the Kewaskum Library or via the Monarch catalog may be borrowed from another library system. To place an interlibrary loan, please visit the circulation desk or call 262-626-4312.

**Returning Items**

There are several ways items may be returned to the Library. There is a materials return located inside the Library which is open during regular business hours. There is a materials return located in the lobby of the municipal building which can be used when the Village is open but the Library is not. Outside the main entrance, there is both a book drop and media drop that is open 24 hours a day, seven days a week. Materials returned in the drops before the library opens to the public are considered returned the previous open day. Items may also be returned to any public library in the Monarch System. Please note that items returned to public libraries outside of the Monarch System may be subject to late fees.

**Lost Items**

Items not returned will be declared lost after the 35<sup>th</sup> day after the due date. At that time, the cardholder will be issued a final notice/bill and be charged the replacement cost of the item. The replacement cost can be found in the item record. The Library does not accept replacement items as substitution for lost items in lieu of paying for the item. No refunds will be granted after a lost item has been paid for and then recovered.

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**Damaged Items**

Charges may be assessed on items that are returned damaged. If an item has been damaged beyond repair and is rendered unusable to other patrons, the borrowing patron or their guardian shall be held responsible for that item's current replacement value. Some examples would include but are not limited to; liquid damage, numerous torn pages, warped or deeply scratched disc, etc. The replacement cost can be found in the item record. The Library does not accept replacement items as substitution for damaged items in lieu of paying for the item. Minor damages to library materials that do not affect the enjoyment or operation of the items by other patrons may be assessed a minimum fee. Some examples include but are not limited to: ripped covers, removed labels, damaged lock on media case, etc.

Replacement Charges

<b>Item</b>	<b>Cost</b>
Item damaged beyond repair	Full replacement cost
DVD/CD case – single and double disc	\$4.00
DVD/CD case – multiple disc	\$6.00
Damaged book cover	\$3.00
Lost or torn barcode	\$2.00
Lost or torn spine label	\$1.00
Audiobook case	\$10.00
CD or DVD booklet / Map	\$5.00
Paper insert	\$1.00

**Incomplete returns**

Patrons who accidentally return an item without a DVD, Blu-ray or CD, forget to include a map with a travel guide, etc. shall be notified via telephone that the material is missing. Patrons are asked to return the missing piece(s) as soon as possible. Reminder calls will be made, however after 30 days of waiting for the piece(s) to be returned, the Library shall consider the item to be lost and bill the patron for the replacement cost of the item.