

Slinger Community Library
CIRCULATION POLICY

I. Introduction

The library will serve all residents of the community and the public library system area. This policy is designed to ensure that all users have equal access to the services and materials of the Slinger Community Library regardless of race, color, sex, national origin, age, religion, sexual orientation, socioeconomic status or disability.

The library participates in the Monarch Library System and works cooperatively with other libraries in the consortium to maintain borrowers' records and lend material. All borrowers must be registered at one of the libraries in Dodge, Ozaukee, Sheboygan, or Washington counties that make up the Monarch Library System.

The use of the library may be denied for due cause. Such cause may include but is not limited to the failure to return library materials, to pay charges, destruction of property, disturbance of other patrons, or other objectionable conduct on the library premises as defined in the code of conduct policy.

II. Library Card Holder Eligibility

1. The library issues cards to Wisconsin residents. Slinger Community Library cards are good at all the public libraries and Bookmobile in the Monarch Library System.

2. All applicants 16 years of age and older must present acceptable photo and address identification showing their current address at the time of applying for a new library card. Examples of such identification include:

Driver's license/State I.D	Student I.D.
Checkbook	Personal mail/online statement/property title or lease

3. Library cards are issued to children who can sign their name on the card. 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.

4. To comply with Wis. Stat. Sec. 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 above 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 above).

5. Parents or legal guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children. Each family shall have the right and responsibility of setting age-appropriate standards. The library staff is not responsible to enforce standards set by the family.

6. All borrowers must present the original card issued, driver's license/state I.D or online library card via Monarch2Go app to borrow items each time they visit the library to checkout items. 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. Patrons may borrow only on their own card when using an alternative form of ID for checkout.

7. Library cards are valid indefinitely, with an automatic address check every 18 months, if not used in 5 years library cards will expire. You may apply for a new card, free of charge if that happens. Patrons are responsible for informing the Library of any change of address, telephone number, email or parental responsibility for children under age 15.

8. All patrons contacting the library by phone, email or text must provide their library card account number. This is for your protection and ours. This ensures no unauthorized charges or other activity will take place in your account.

III. Replacement Cards

1. 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. A parent or legal guardian must be present when a child under 16 replaces a library card. Please report all stolen cards to the Library at 262-644-6171. 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.

IV. Loan Periods and Daily Fines – All items checked out at Slinger Community Library are Fine Free.

Type of Item	Loan period
Adult fiction, Non-fiction & Young Adult Books	28 days
New Adult Fiction	14 days
Children's & Juvenile Books	28 days
DVD's & Blu-ray	7 days
Non-Fiction DVD's /TV Series	14 days
Books on CD	28 days
Playaways	28 days
Magazines	14 days
Children's Books w/ Compact discs	28 days
Music CDs	14 days
Learning Prop Games	14 days
Library of Things	varies
Backpack Tales	14 days
Tonie Boxes	7 days

V. Renewals

1. Materials may be renewed twice by phone with your library card account number, in person with your library card, via the library's website www.slingerlibrary.org or on the Monarch2go App. Materials may be renewed twice but may not be renewed if there is another patron waiting.

VI. Interlibrary Loans – (Special Requests)

1. Materials not available in the library or via the catalog may be borrowed from other libraries outside of the Monarch Library System. There is currently no fee for this service. To place an interlibrary loan, please visit the circulation desk or call 262-644-6171.

2. Materials from another library obtained through interlibrary loan will be checked out according to the lending library's loan periods. Lost or damaged materials are subject to the lending library's replacement costs and fees.

3. There is a limit of five active requests per patron record. "Active Request" is defined as requests pending, items awaiting pick up and items currently checked out. As ILL items are returned, patrons may place additional requests so as to have five active requests.

4. The library will not lend the following types of materials:

- Valuable materials, bulky items that are difficult to ship, material in high demand, unique material that would be difficult to replace, video games and any other items determined unsafe or too much of a risk to borrow. Items will be determined on a case by case basis at the discretion of the library director and ILL staff.

VII. Holds on Items

1. Holds may be placed on library materials found in the Monarch catalog with a current library card from one of the participating libraries or Bookmobile in the Monarch Library System. There is no charge to the patron for placing a hold.

2. Holds may be placed on all library materials in-person at the library, via phone with a staff member, online in the Monarch catalog or via the Monarch2go App. Patrons need to have a library card in good standing and a pin number. Pin numbers are the last 4 digits of the phone number provided on your application, your pin number is assigned at the time of application. Slinger Community Library staff does not have access to pin numbers. Patrons who do not know their pin number may call the library to have it reset via phone during regular business hours or may reset it online through the Monarch Catalog via the My Account link.

3. When materials become available for pick up, patrons have the option to be notified either by phone, email or text message. 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 to 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.

4. When picking up items that are on hold, for the patron's protection and to comply with Wis. Stat. sec. 43.30(1m), the card in which the item was placed on hold must be presented, unless the patron has linked accounts with presenting card. No exceptions will be made.

VIII. Charges/Fees

1. All items checked out at Slinger Community Library will be free of fines. When items checked out at other libraries become overdue they will be subject to charges per those libraries' policies.

2. Any fees accumulated from lost or damaged items not owned by Slinger Community Library are under the discretion of the owning library.

3. When a patron's account has reached \$5.00, borrowing privileges will be blocked until the amount is under \$5.00. Payments can be made in person during regular business hours (cash, check or credit/debit card) or via the Monarch catalog using a credit/debit card.

4. Patrons with charges will not be allowed to use another individual's library card as a way of avoiding payment.

5. Under Library Director discretion, when an adult account reaches \$50.00 or more, his/her card along with family cards will be blocked. They will not be able to checkout materials.

6. Library staff shall deny borrowing privileges to patrons who do not present a library card, another form of acceptable identification, or who have charges of \$5.00 or more.

7. A notice is sent by either U.S. mail, e-mail, or text message (based on the option the patron has chosen for notification) after the material is due. Overdue notices are sent in the following intervals:

- 1 week overdue – 1st Notice (patron's choice)
- 2 weeks overdue – 2nd Notice (patron's choice)
- 3 weeks overdue – Final Notice (mailed letter)
- 4 weeks overdue – Billing Notice (mailed letter)
- 5 weeks overdue – Phone (Circulation Librarian Staff)

IX. Declared Stolen

1. After the above five attempts have been made and the patron account has accrued \$50 or more in charges, per Wis.Stat.Sec. 43.30 (6c2), the library will declare the items as stolen and turn the matter over to the Slinger Police Department (SPD) for collections on material replacement costs.

2. Library Director or Circulation Librarian will fill out a theft report and forward it to SPD as a theft complaint. At which time the patron could be cited for theft of stolen property. Per Theft Statute 943.20(1) the patron can be cited for the Bond amounts for 1st offense \$470.50, 2nd offense \$609.00 & 3rd offense \$747.70 in addition to the restitution of stolen property.

X. Damaged Materials

1. If materials are damaged and are unsuitable to be put back into the library collection, the patron must pay the replacement cost for the item and a \$3.00 processing fee. The library will be responsible for securing replacement of the item. After payment is received, the damaged item is then theirs to keep.

XI. Charges for Various Damages

1. In order to encourage proper care of library properties, the following charges will be assessed for the damages and/or loss, and cleaning of Library of Things items listed below:

*This list is not comprehensive, see circulation desk staff for full details.

Item	Fee
Library of Things Cleaning fee*	\$15.00
Processing fee for damaged/lost material	\$3.00
Single CD case (lost/replace)	\$3.00
Single DVD/Blu-ray case (lost/replace)	\$3.00
Multi Disc cases (DVD, Blu-ray, CD)	\$5.00
Lanyard for Playaways	\$3.00
Case for Playaways	\$6.00
Battery door for Playaways	\$2.00
Bookpack case for Playaways	\$13.00
Book on CD case (lost/replace)**	\$7.00
Audio discs (lost/replace)	\$10.00
Craft to Go Bag damaged/lost	\$1.50

**In cases where audio discs cannot be replaced, the library will charge the full replacement cost for the book on CD.

*If a Library of Things item is returned in a condition not fit to be circulated a cleaning fee will be charged. Before the \$15.00 cleaning fee will be assessed, the Circulation Librarian/Director will contact patron for an opportunity to clean the Library of Things item.

XII. Lost Materials

1. If materials are lost, the patron must pay the purchase cost of the item plus a \$3.00 processing fee. If the material is found after payment has been received, the library will not issue a refund.

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