

# SUN PRAIRIE PUBLIC LIBRARY

## CIRCULATION POLICY

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### I. Purpose

(A) The Sun Prairie Public Library (SP Library) strives to maintain a liberal lending policy.

(B) The SP Library is a member of the South Central Library System (SCLS) and the Library Interchange Network (LINK). Provisions within this policy comply with SCLS and LINK membership requirements. Benefits of SCLS and LINK memberships afford Sun Prairie residents access to over 50 Wisconsin public libraries. Access includes public library facilities, collections and services located in seven counties. ([SCLS Member Libraries](#))

(C) The Sun Prairie Public Library Circulation Policy applies to the public, including SP Library staff, board members, volunteers and Friends of SP Library.

### II. SP Library Patronage/ How to Obtain a SP Library Card

(A) SP Library grants SP Library Cards (Card) to individual and/or organizational applicants. An individual may apply and receive one Card. Cards are valid for 4-years, and are accepted at all SCLS member libraries and at libraries with reciprocal borrowing agreements with SCLS. Participating SCLS libraries may have borrowing restrictions.

(B) Residents of the City of Sun Prairie are eligible to become a SP Library patron. Adult residents can apply for a free Card by completing the application<sup>1</sup> and presenting valid documentation that lists their name and current address.

Identification includes:

- Current Wisconsin drivers license;
- Wisconsin Identification (ID) card;
- Valid Sun Prairie Area School District ID;
- Official mail postmarked within 30 days (utility bill, bank statement)

(C) SP Library accepts applications for Library Cards from non-residents living within the boundaries of SCLS. The SP Library follows the application requirements of the non-resident's home library and forwards applications to the home library for processing. An applicant will receive a temporary Library Card that is valid for 30 days.

(D) SP Library patrons are responsible for informing the library of any changes in identification or address.

(E) SP Library patrons are eligible to apply for Card renewal upon the 4-year expiration. Patrons that have not used their Card within one year of expiration are required to reapply.

(F) Any child is eligible to receive a Card. Applicants 15 years of age and under are required to obtain a parent or guardian's signature on the card application. If the signing adult has a Card, it must be free of suspensions. If the parent or guardian is present and can provide identification as listed in Section B, then the child will receive a Card at that time. A child that resides in two households may hold one Library Card. The parent or guardian of the household of primary residence provides address verification per Section B.

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<sup>1</sup> See attached Library Card application form

(G) The City of Sun Prairie community organizations, city departments, and local businesses are eligible to apply for a **SP Library Organizational Card**.

1. The SP Library Organizational Card application requires the signature of the organization's head.
2. A written request on organization's letterhead must be provided.
3. Provision of a list of authorized persons. Each authorized person receives an individual Card. The organization is responsible for any SP Library materials checked out by their authorized persons.
4. The organization is responsible to inform the library of changes regarding authorized persons.
5. SP Library Organizational Cards are renewable as long as the organization remains in business. Organizations outside the City of Sun Prairie should apply to their local library for borrowing privileges.

(H) Homebound: Sun Prairie residents that are physically disabled are eligible for Homebound Delivery Service (HDS). The privilege of HDS applies as long as the resident is homebound. Patrons that are temporarily homebound may request HDS by contacting Adult Services. HDS is at the discretion of the SP Library. The SP Library will consider mailing material on 'hold' to temporarily homebound patrons.

(I) Temporary residents: Any individual residing in Sun Prairie for less than six months may apply for a **Deposit Borrower's Card** upon verification of a local address. Identification with the temporary resident's permanent address is required for documentation (See Section B). The SP Library will determine a suitable expiration date. These cards are free. However, a cash deposit equal to the price of the item is required to checkout the desired material(s). The deposit is refunded at the time materials are returned, minus any accrued fines.

(J) SP Library borrowing privileges are extended to patrons residing outside of SCLS providing they meet LINK registration guidelines.

(K) Teachers are authorized to distribute and collect applications for Sun Prairie and Dane County Library Service cards in their classrooms. Teachers are required to verify address information prior to submitting applications. Students with an existing library card application on file will not receive a replacement unless the card loss has been reported.

### **III. Lost or Damaged Library Cards**

A fee is required to replace a Card that is lost or severely damaged.<sup>2</sup> The replacement of an expired Card is free. The patron record must be free of suspensions.

### **IV. Borrowing Requirements, Limitations and Suspensions**

(A) To ensure efficient and accurate service, patrons must present their SP Library Card when checking out or renewing library materials. A one-time exception is possible if a patron is able to provide photo identification.

(B) Patrons with \$10 or more in fines and/or lost charges must resolve the total debt prior to checking out additional material.

(C) Non-circulating materials must remain within the SP Library and are unavailable for checkout. These items include reference materials, all newspapers, and current magazine issues.

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<sup>2</sup> See Fine & Fee schedule

(D) Patrons without their SP Library card or other appropriate identification (See Section B) have the option to request a three-day hold of library materials.

(E) The SP Library considers parents and/or legal guardians of children 15 years and under responsible for their child's use of library materials, including fines, late fees or material replacement costs.

(F) The maximum number of library materials a patron may have checked out at any one time is 100. Audio-visual items require photo identification in addition to a library card when 20 or more items are checked out.

## V. Return of Library Materials

(A) Sun Prairie Public Library material may be returned to any public library or bookmobile in the South Central Library System. Materials returned to non-public libraries, such as schools, academic or special libraries remain the responsibility of the patron.

(B) Requests for immediate check-in will not be honored, unless the items in question have fines or fees.

## VI. Holds

(A) Definition

“Hold” is defined as a link between library material and a patron wishing to receive the item; also a reservation placed on an item desired by a patron.

(B) SP Library Patrons can request library materials in person, by telephone, and on the SP Library web site (<http://www.sunlib.org>). Callers must provide the barcode number located on the library card to request a “hold”. Items will stay on “hold” for eight days before they expire.

(C) Patrons may request a two-day extension to a hold if there are no other holds on the item.

(D) Patrons may request that pending holds be marked “inactive” until such time as the patron wishes to reverse the hold to “active.”

(E) In accordance with Wisconsin Statute 43.30, (protects the privacy of library patrons), “holds” and materials are only provided to the requesting patron or an individual authorized by the patron. A patron may designate an individual for approval on the holds pickup authorization form.<sup>3</sup> Otherwise, an authorized individual is required to provide the patron's library card or the patron's hold notice.

## VII. Loan Periods

(A) Circulation loan periods are as follows:

Books, Recorded Books: .....	28 Days
Music CDs, CD-ROMs, Periodicals, Story Kits, Best Sellers: .....	14 Days
DVDs & Videos: .....	7 & 28 Days
Energy Meter: .....	14 Days
Rental Videos: .....	\$2 FOR 7 Days
Rental Laptop .....	\$1 per day in-library use

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<sup>3</sup> See attached Holds Pickup Authorization Form

(B) Patrons can renew materials up to two consecutive times if there are no holds. Renewed materials are subject to the lending rules of the library where the material was originally checked out.

(C) Patrons can renew materials in person, through LINKcat, by calling Telecirc at 608-261-9851 and through the SP Library web site (<http://www.sunlib.org>). Rental items require a fee and must be renewed in person.

(D) Materials obtained through interlibrary loans are subject to the lending library's rules regarding loan periods and renewals.

### **VIII. Overdue Materials**

(A) Materials are overdue if not received by library closing on the date due. When the SP Library is closed, the materials returned to the book drop are assigned a return date that is the same as the last open day of the library.

(B) The SP Library fine schedule is attached to this policy and is subject to change.<sup>4</sup>

(D) SP Library patrons will receive an overdue notice when items are 14 days late.

(E) SP Library patrons will find their SP Library Card suspended when materials are 29 days overdue; materials must be returned to resume card privileges. Fees or fines in excess of \$10.00 will suspend the borrowing privileges of patrons.

(F) If a SP Library patron's privileges are suspended, and the patron believes the material was returned, a *Claims Returned Form*<sup>5</sup> can be submitted. SP Library allows three *Claims Returned* submissions per patron, in a twelve-month period. SP Library will decide whether to reinstate lending privileges to the patron.

(G) A SP Library patron, who believes that library material(s) are irretrievably lost, may pay for the replacement cost of the material(s). A SP Library patron that locates the lost material(s) can return it within 180 days from the date the item was marked lost to the SP Library. After the next meeting of the Library Board of Trustees, a refund of the material costs, minus any accrued fines, will be mailed to the patron. The replacement value of the material must be greater than \$10.00 to receive a refund.

(H) SP Library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. SP Library will clear fines and remove suspensions relative to the date of decree.

(I) Materials loaned to SP Library for local patrons are subject to SP Library's overdue policies. Patrons are also responsible for all special assessments by the original lending institution.

### **IX. Lost or Damaged Materials**

(A) SP Library patrons are responsible for all checked out materials and equipment. A patron is required to pay for material and media that is lost or has received damage while in the patron's possession. Without the prior approval of the Sun Prairie Library Director, the SP Library will not accept replacement copies of lost material in lieu of charges. The current price schedule for materials requiring replacement due to loss or damage is attached.<sup>6</sup>

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<sup>4</sup> See Fee & Fine schedule

<sup>5</sup> See attached Claims Returned Form

<sup>6</sup> See Fee & Fine schedule

- (B) An average material replacement cost is charged when the exact, current material or media price is unavailable.

## **X. Notices**

Patrons can choose to receive SP Library notices via email, telephone or mail. SP Library patrons can access the LINKcat database to review SP Library record information, material holds and overdue materials.

## **XI. Confidentiality of Library Records – see Confidentiality Policy**

## **XII. Library Theft Law**

The City of Sun Prairie in its Municipal Code, Section 11-3-7, has adopted Wisconsin State Statute 943.61 Theft of Library Material.

(a) In this section:

- (1) "Archives" means a place in which public or institutional records are systematically preserved.
- (2) "Library" means any public library, library of an educational or historical organization or society, or museum, and specifically the public libraries of the City of Sun Prairie.
- (3) "Library material" includes any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual materials, in any format, magnetic or other tapes, electronic data processing records, artifacts or other documentary, written or printed materials, regardless of physical form or characteristics, belonging to, on loan to or otherwise in the custody of a library.

(b) Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be subject to a forfeiture as provided by the general penalty provisions of this Code. The failure to return library material after its proper return date, after written notice from the library and City Attorney, shall be deemed to be theft. Notice shall be considered given when written notice is mailed to the latest known address of the person with the overdue material; the notice date shall be the date of mailing.

(c) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.

(d) An official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence may detain the person in a reasonable manner for a reasonable length of time to deliver the person to a peace officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls, but shall not be interrogated or searched against his or her will before the arrival of a peace officer who may conduct a lawful interrogation of the accused person. Compliance with this subsection entitles the official, agent or employee affecting the detention to the same defense in any action as is available to a peace officer making an arrest in the line of duty.

(e) No person shall mar, deface or in any other way damage or mutilate any library material.

(f) No person shall fail, on demand, to return any library material when such demand has been made in accordance with the rules and regulations duly made and adopted by the library.

Whoever violates this section is guilty of:

(a) A Class A misdemeanor, if the value of the library materials does not exceed \$1,000.

(b) A Class E felony, if the value of the library materials exceeds \$1,000 but not \$2,500.

(c) A Class C felony, if the value of the library materials exceeds \$2,500.

Adopted November 15, 2000

Amended May 9, 2002

Amended April 14, 2005

Amended October 12, 2006

Amended November 13, 2008

Amended April 8, 2010

**SUN PRAIRIE PUBLIC LIBRARY  
CIRCULATION FINE/FEE SCHEDULE**

**Overdue fines:**

<i>ITEM</i>	<i>FINE</i>
Juvenile Items	\$.05/day
Adult Items	\$.10/day
Story Kits	\$1/Day
Juvenile DVDS/Videos	\$.50/Day
DVDs/Videos	\$1/Day
Energy Meter, Tape Player	\$2/Day
Rental DVDs	\$2/Day
Rental Laptops (In-library use only)	\$1/Day

Maximum fines are assessed per item as follows:

<i>ITEM</i>	<i>FINE</i>
Juvenile Items	\$5.00
Adult Items	\$5.00
Energy Meter, Tape Player	\$25.00
Rental DVDs	\$10.00

**Lost material replacement price schedule**

<i>ITEM</i>	<i>FINE</i>
Books and other materials, except below	Price of the item or default plus \$5 fee
Paperbacks	Price of the item plus \$3 fee
Magazine, comic books and vertical file items	\$4 plus \$3 fee
Interloan items	Price of the item or default of \$999

**Damaged material price schedule**

<i>ITEM</i>	<i>FINE</i>
Torn pages, damaged book covers, plastic cases, etc	\$3 processing fee
Barcode damaged or removed	\$1 processing fee
RFID Security tagging removed	\$5 processing fee
Damaged or missing recorded books cassette/CD (if available)	\$10 replacement plus \$5 processing fee
Individual story kit items	Price of item plus \$5 processing fee
Lost or damaged cards	\$1 processing fee
Audio Visual Booklet	\$5 processing fee

Updated November 4, 2008