SUN PRAIRIE PUBLIC LIBRARY
CIRCULATION POLICY

I. Purpose

As a member of the South Central Library System and LinkCat automated consortium, the Sun Prairie Public Library will serve all residents of our library system, as well as others who may reside in other library systems. Exceptions are noted in this policy.

II. Library Card types and Eligibility

Standard Card	Residents of Dane County and all other Wisconsin counties are eligible for a card at no cost after presenting current identification and proof of residence.
Easy Access Card	Wisconsin residents without a permanent address. Card expires in 6 months and has a 3-item limit.
Juvenile Easy Access Card	Wisconsin residents under 16 years of age who are unable to obtain parent/guardian signature. Limited to 3-items.
Educational/Institution Card	Available to schools, daycare providers, homeschooling families, and other appropriate institutions.
Digital Library Card	Available to any resident of Wisconsin by filling out an online form. Can be used for any digital services and to place holds and make curbside appointments. A standard card can be procured from this process by showing a photo ID at a service desk.

A. Standard Card

1. Cards are valid for 4 years, after which they expire.

2. Expired cards are eligible for renewal for one year.

3. Accounts not renewed during this period are deleted from the library system.

4. Cards are accepted at all SCLS member libraries.

5. Patrons are responsible for informing the library of any changes in identification or address.

6. Patrons may also sign a hold authorization form, which authorizes others to pick up held material on the cardholder's behalf.

B. Children

1. Any child is eligible to receive a card.

2. Applicants under 16 years of age are required to obtain a parent or guardian's signature on the card application. 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.

3. 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.

4. Juvenile cards in good standing may be renewed without parent or guardian present.

5. Teachers are authorized to distribute and collect applications for Sun Prairie and Dane County Library Service cards in their classrooms.

C. Easy Access Card

1. A resident without a permanent address is eligible for an easy access card.

2. A child under 16 years of age who is unable to obtain a parent/guardian signature, or who has a parent with suspended library privileges, is eligible for a an easy access use card.

3. Easy access use cards expire after 6 months.

4. Easy access use cards allow access to computers, digital material, and databases.

5. Easy access use cards have a 3-item checkout limit and allow for a maximum of 2 holds at a time.

D. Schools, Organizations, and Institutions

1. A School Card application requires the signature of the principal, head of the school, or their designee.

2. A written request on the school's letterhead or from an email address on a school network must be provided.

3. An authorized contact, determined by the school, must be provided.

4. The school's card is valid for the current school year. The expiration date for school cards is September 30 of the following school year.

5. City of Sun Prairie community organizations, city departments, and local businesses are eligible to apply for an Organizational card.

6. An Organizational Card application requires the signature of the organization's head.

7. Each authorized person may receive a card. The organization is responsible for any materials checked out by their authorized persons.

8. The organization is responsible to inform the library of changes regarding authorized persons.

9. 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.

E. Digital Library Card

1. Digital library cards allow full access to Sun Prairie Library digital and physical collections.

2. A Sun Prairie digital library card cannot be used to access digital collections or databases from other SCLS libraries.

3. Patrons with digital library cards are eligible to receive a standard library card and may do so by presenting a photo ID to library staff.

F. Homebound

1. Sun Prairie residents who are permanently or temporarily homebound are eligible for Homebound Delivery Service (HDS) through DCLS (Dane County Library Service). Items through DCLS are limited to Large Print books and audio books.

III. Lost or Damaged Library Cards

A. A lost or severely damaged card will be replaced. The replacement of an expired card is free.

B. As stated in the library card application, cardholders are responsible for material drawn on the library card issued in their name, including material drawn on it by others with or without the holder's consent unless the holder has previously reported the loss of their card to the library.

C. Until the library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In the case of children, the parent or legal guardian who signed the library card application is the responsible party.

D. Once the library has been notified that a card has been lost or stolen, that card will be invalidated and a block will be placed on further withdrawals; the owner will not be responsible for further items withdrawn on that card.

IV. Borrowing Requirements, Limitations, and Suspensions

A. To protect the privacy rights of our users, patrons must present their SP Library Card or valid photo ID when checking out or renewing library materials at a service desk.

B. Patrons with more than $20 in fines and/or lost charges must bring total amount owed below $20 and all lost charges must be resolved, in order to be eligible to check out additional material. The SP Library Director or designee may consider working with patrons on payment plans to restore borrowing privileges in such cases.

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

D. Patrons without their SP Library card or other appropriate identification (See Section II, Part 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 under 16 years of age responsible for their child's use of library materials, including fines, fees or material replacement costs.

F. The maximum number of library materials a patron may have checked out at any one time is 100.

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.

B. Materials returned to non-public libraries, such as schools, academic or special libraries remain the responsibility of the patron.

VI. Holds

A. Patrons can request library materials in person, by telephone, by email, and online using LINKcat which can be accessed through the library's website.

B. Holds available for pickup will be held for 8 days before expiration.

C. Patrons may request that pending holds be marked "suspended" until such time as the patron wishes to reverse the hold to "active."

D. 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 (See attached Hold Pickup Authorization Form). Otherwise, an authorized individual is required to provide the patron's library card.

E. Contactless Delivery
Curbside or other contactless delivery may be offered at the discretion of the SP Library.

VII. Loan Periods

A. Circulation loan periods are as follows:
Books, Audio Books: ....28 Days
Music CDs, Magazines, Story Kits, New Adult Fiction Hardcover: ....14 Days
DVDs: ………………………………………………………….……7 & 28 Days
Energy Meter:...14 Days

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 608-242-4700 and through the SP Library web site. The following items may not be renewed: Buzz Movies, Buzz Books, eReaders and items on hold for another patron.

D. Materials obtained through outerlibrary loans are subject to the lending library's rules regarding loan periods and renewals. OLL materials requested at the Sun Prairie Public Library must be checked out and returned at the Sun Prairie Public Library.

VIII. Overdue Materials

A. The library does not charge daily fines. When any item has been overdue for 29 days it becomes listed on the patron's account as a lost item. The replacement charge for the item is automatically applied to the patron's account.

B. 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.

C. The SP Library fine schedule is attached to this policy and is subject to change.

D. Fees or fines in excess of $20.00 will suspend the borrowing privileges of patrons.

E. If a patron being charged for a lost item believes the material was returned, a *Claims Returned Form* can be submitted. SP Library allows three *Claims Returned* submissions per patron, in a twelve-month period.

F. A SP Library patron, who believes that library material is irretrievably lost, may pay for the replacement cost of the material(s). If a lost item has been paid for and is located, it may be eligible for a refund. Refunds are available for items returned within 30 days of being lost, and only if the replacement cost of the item exceeds $25.

G. 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.

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. The SP Library will not accept replacement copies of lost material in lieu of charges. Materials purchased for SP Library have unique manufacturing specifications for multiple usages; therefore, materials manufactured for personal use do not meet library standards.

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

C. The patron is responsible for costs incurred by the library in collecting such fines and charges. Fees and fines may be waived at the board's discretion. All decisions of the board are final.

X. Notices

A. The SP Library will give patrons several choices of notification including, but not limited to, email, telephone, text, or mail.

B. Library patrons will receive an overdue notice when items are 14 days late and when an item is considered "Lost."

C. Library patrons will receive notification via email up to one month before their account expires.

D. Library patrons will have access to the LINKcat database to review account information, material holds and overdue materials.

E. Library patrons will receive a postcard or other notification when they are being charged for a damaged item.

XI. Confidentiality of Library Records – See Confidentiality Policy

XII. Library Theft Law – See [Wisconsin State Statute 943.61 Theft of Library Material](#)

Adopted: November 15, 2000
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Reviewed: October 14, 2021
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Amended: February 9, 2023

SUN PRAIRIE PUBLIC LIBRARY
CIRCULATION FINE/FEE SCHEDULE

Maximum fines are assessed per item as follows:

ITEM	*FINE*
Juvenile Items	Replacement cost
Adult Items	Replacement cost
Energy Meter	$25.00

Costs are subject to change due to market variations.
Lost or damaged material replacement price schedule:

ITEM	*FINE*
All Sun Prairie materials	Price of the item or default
Outer-loan items	Price of the item or default of owning library

Costs for damaged material or parts missing will be determined by library staff and charged to the patron record.

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SUN PRAIRIE PUBLIC LIBRARY
ACCEPTABLE FORMS OF ID

Photo ID and proof of current address are required to obtain a library card.

TYPE OF PHOTO ID:	VALID FOR NAME	VALID FOR ADDRESS
Current Driver's License	Yes	Yes
Current State ID Card	Yes	Yes
Current Passport	Yes	Yes
Current Military ID with Photo	Yes	Yes
Current Student ID with Photo	Yes	No
Current Permanent Resident Card	Yes	Yes
Current Employer ID with Photo	Yes	No
Current Credit Card with Photo	Yes	No

The following can be used for proof of current address:

TYPE OF ID:	VALID FOR NAME	VALID FOR ADDRESS
Utility Bill within 90 days	No	Yes
Checkbook	No	Yes
Current Mortgage or Lease	No	Yes
Current Hunting or Fishing License	No	Yes
Official Mail Postmarked within 30 days	No	Yes
Digital/electronic version of the above items, current or date-stamped within the appropriate time period	No	Yes