



CIRCULATION POLICY

I. Purpose

As a member of the South Central Library System and LinkCat automated consortium, the Sun Prairie Public Library (SPPL) 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 (Adult and Youth)	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 (Adult and Youth)	Wisconsin residents without a permanent address and/or for residents under 16 years of age who are unable to obtain parent/guardian signature. Card expires in 6 months and has a 3 item limit.
Educational/Institution Card	Available to schools, daycare providers, homeschooling families, and other appropriate institutions.

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. Usage is subject to local library policies.
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.
7. Patrons with digital library cards are eligible to receive a physical library card and may do so by presenting a photo ID to library staff.

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 SPPL 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 an easy access-card.
3. Easy access cards expire after 6 months.
4. Easy access cards allow access to computers, digital material, and databases.
5. Easy access 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 for informing SPPL of changes regarding authorized persons.
9. SPPL 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.

F. Home Delivery Service (HDS)

1. Sun Prairie residents who are permanently or temporarily unable to visit SPPL may be eligible for Home Delivery or Mail Delivery service.
 - a. Homebound Delivery Service (HDS) provided by SPPL is limited to SPPL owned books, DVDs, CDs, and magazines. An application form to determine eligibility must be filled out prior to signing up for this service. An **application form** is available on the library's website or may be requested by contacting the Adult Services department.

b. The Dane County Library Service (DCLS) provides a separate home service program through the mail. Contact DCLS for additional information about their program.

III. Lost Library Cards

- A. Cardholders are responsible for materials checked out on the library card issued in their name, including materials checked out by others with or without the holder's consent unless the holder has previously reported the loss of their card to the library.
- B. In the case of a standard youth card, the parent or legal guardian who signed the library card application is the responsible party.

IV. Borrowing Requirements, Limitations, and Suspensions

- A. To protect the privacy rights of our users, patrons must present their SPPL 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. SPPL 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 SPPL and are unavailable for checkout.
- D. Patrons without their SPPL card or other appropriate identification (See Section II, Part B) have the option to request a three-day hold of library materials.
- E. SPPL 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. SPPL 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. The maximum number of library materials a patron may have on hold at any one time is 75.
- C. Holds available for pickup will be held for 8 days before expiration.
- D. Patrons may request that pending holds be marked "suspended" 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 (See attached Hold Pickup Authorization Form). Otherwise, an authorized individual is required to provide the patron’s library card.
- F. Drive-up window service or other contactless delivery of items on hold may be offered at the discretion of SPPL.

VII. Loan Periods

- A. Circulation loan periods are as follows:
 Books, Audio Books: 28 Days
 Music CDs, LPs, Magazines, ~~Story Kits~~, New Adult Fiction Hardcover: 14 Days
 DVDs:7 & 28 Days
 Kits & Equipment:.....Loan periods vary
- 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 SPPL 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-(OLL) are subject to the lending library’s rules regarding loan periods and renewals. OLL materials requested at SPPL must be checked out and returned at SPPL.

VIII. Overdue Materials

- A. SPPL does not charge overdue 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. Fees or fines in excess of \$20.00 will suspend the borrowing privileges of patrons.
- C. If a patron being charged for a lost item believes the material was returned, a *Claims Returned Form* can be submitted. SPPL allows three *Claims Returned* submissions per patron, in a twelve-month period.
- D. SPPL will comply with all Discharge of Debtor decrees by Bankruptcy Courts. SPPL will clear fines and remove suspensions relative to the date of decree.

IX. Lost or Damaged Materials

- A. SPPL 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. SPPL will not accept replacement copies of lost material in lieu of charges. Materials purchased for SPPL 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.

- D. 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.

X. Notices

- A. SPPL will give patrons several choices of notification including, but not limited to, email, telephone, text, or mail.
- B. Library patrons with an email on file 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 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](#)

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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