

Middleton Public Library
CIRCULATION POLICY

I	Purpose
II	Eligible Card Holders
III	Limitations on Borrowing
IV	Return of Library Materials
V	Holds
VI	Loan Periods
VII	Overdue Materials
VIII	Lost or Damaged Materials
IX	Lost or Damaged Library Cards
X	Privileges for Users
XI	Confidentiality of Library Records
XII	Library Theft Law

I Purpose

- (A) One of the primary purposes of the public library is to bring people together with the information they need. In keeping with this mission, the Middleton Public Library strives to maintain the most liberal lending policy possible without allowing some borrowers to abuse their borrowing rights to the detriment of others.
- (B) Middleton Public Library is a member of the South Central Library System (SCLS) and the Library Interchange Network (LINK) and adheres to the agreements made with these consortia. Some provisions of this policy are formulated to comply with requirements of these memberships. Participation in SCLS and LINK affords liberal benefits to Middleton borrowers, who have access to the facilities, collections and services of member libraries.
- (C) This policy applies not only to the general public, but also to staff, board members, Friends of the Middleton Public Library, and library volunteers. Only materials ready for circulation and properly checked out may be taken from the library. Staff's failure to abide by this policy may result in disciplinary action.
- (D) This policy is also designed to insure that all users have equitable access to the services and materials of the Middleton Public Library regardless of race, color, sex, national origin, age, religion, sexual orientation, or disability.
- (E) The library patron is the most important person in the library. Service to patrons is not an interruption to work, but rather the purpose of it.

II **Eligible Card Holders**

- (A) The library issues cards to individuals and organizations. General cards are issued for a 4 year period. Special cards are issued for shorter periods. Middleton cards are good at all the public libraries and bookmobile in the South Central Library System. Middleton cards may also be used at public libraries with reciprocal borrowing agreements with the South Central Library System. Some restrictions may be placed on borrowers by participating libraries.
- (B) Any resident of the city of Middleton is eligible to receive a free Middleton Public Library card. All applicants must present acceptable picture and address identification at the time of application for a first card or a lost card replacement. Such identification includes driver's license or Wisconsin ID card, checkbook, official mail postmarked within 30 days, or ID listed in the LINK registration guidelines. Valid Middleton/Cross Plains and Madison, Metropolitan School District IDs are acceptable forms of picture identification only. See (G) for more details regarding library cards for minors/children.
- (C) Middleton accepts applications for library cards for non-residents living within the boundaries of SCLS. Application requirements of the home library apply. Applications will be forwarded to the home library and a temporary card, valid for 30 days, will be given to an applicant.
- (D) Registered library users are responsible for informing the library of any name, address or status changes. If name, address or status is incorrect, patrons are allowed a one-time checkout; however the card may not be used at subsequent visits until proper verification has been presented to update the patron's library record.
- (E) Renewals of library cards are possible so long as patrons remain eligible. Patrons not using their card within 1 year of the expiration date and having no outstanding charges will have their registration purged and will have to reapply.
- (F) Only one card will be issued to each individual.
- (G) Cards may be issued to children at any age. Minors without proof of current address are required to obtain their parent's or guardian's signature on the card application and have parent or guardian present to provide proof of current address at the time of application. Parents or guardians applying for cards for their children must have each child present to be issued cards. Children residing in two households will be issued a card for the community or agency of primary residence, as stated by the parent or guardian.
- (H) City of Middleton community organizations, city departments, and local businesses may be issued organizational borrowers' cards for use by authorized individuals when the organization needs to borrow library materials for organizational purposes. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. These individuals will then be issued separate cards. The organization, city department, or business assumes responsibility for

any library materials checked out on the card(s). All rights and responsibilities held by individual card holders will be assumed by organizational card holders. These cards will be issued for one year. Renewals are possible as long as organizations remain in business. Organizations outside the city of Middleton should apply directly to their home libraries. It is the responsibility of the head of the organization to inform the library of staff changes.

- (I) Homebound: Any Middleton resident who, because of temporary or permanent physical disability, finds it difficult or impossible to visit the library in person is eligible for Homebound Delivery Service through the Dane County Library System.. This privilege will only apply so long as the resident is homebound. . Temporarily homebound patrons, who do not receive regular Dane County Library System Homebound Delivery Service, may request delivery, at the library's discretion, by the mailing of holds, if they will be unable to get to the library before holds lapse.
- (J) Temporary residents: Any individual residing in Middleton on a temporary or part-year basis may be issued a card upon providing local address verification. A suitable expiration date will be determined. Permanent address identification must be presented and the information entered into the patron record. These cards are free as well.
- (K) Borrowers residing *outside* of SCLS but within another Wisconsin library system are eligible for a reciprocal card in SCLS, providing they meet LINK registration guidelines. Borrowers must reside in a Wisconsin public library system that has negotiated an approved reciprocal borrowing agreement (excludes Milwaukee County library system residents). Borrowers must have a valid library card from their home library system before applying for an SCLS library card.
- (L) Borrowers residing *outside* the state of Wisconsin are not eligible for library cards.

III **Limitations on Borrowing**

- (A) In order for all users to receive efficient and accurate service, borrowers should present their library cards each time they check out or renew materials. The only exception may be made if borrowers can provide photo identification. Staff will verify address and phone number against patron record. Patrons are limited to one checkout using a photo ID. Staff will place a note on the patron's record that a card is required at subsequent checkouts.
- (B) Any borrower with materials, fines, or fees due in excess of the library's suspension limit of \$20.00 may not check out until the matter is resolved.
- (C) Reference materials, reserve items, all newspapers, and the current issues of magazines are non-circulating and may not be checked out.
- (D) Users without their library cards or identification may request that selected items be held for them for 24 hours. Materials found on the shelf in the library in response to telephone requests may also be held for 24 hours for pickup.
- (E) It is the policy of the library that responsibility for the use of library materials by children

rests with their parents and/or legal guardians. Therefore, no borrowing restrictions are placed on children once they have obtained their parent's signature on the library application.

- (F) The Library Director will determine limits on specific formats (book, audiovisual materials, magazines, etc.) based on the size and popularity of these collections, with the goal being to provide optimum equitable access.
- (G) The maximum number of items a patron may have checked out at any one time is 100.
- (H) Circulation services conclude at closing. The only exception is that patrons with materials in hand, at the circulation desk, may check out.

IV Return of Library Materials

- (A) Middleton Public Library materials may be returned to any public library or bookmobile in the South Central Library System. Materials returned to non-public libraries, such as school, 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.
- (C) Receipts for returned items will not be given.
- (D) Patrons may access and print information from their patron record at the public access terminals.

V Holds

- (A) Requests for materials may be accepted from registered patrons. Requests may be made in person or by phone or by Internet Access to LINKcat. Callers must be prepared to provide library card barcode numbers to request holds.
- (B) There is a limit of 5 holds per day, either placed in person or requested of staff. There is a limit of 3 items per person via telephone requests.
- (C) Some items, such as those in the Browsing Collections, cannot be reserved.
- (D) Hold notices indicate a date after which materials will be returned to the shelves or to owning libraries. Patrons may request a 1-day extension to the hold if there are no other holds.
- (E) Patrons who fail to check out holds before the expiration date may have their names added to the bottom of the hold list if they desire.
- (F) Holds will only be given out to the patron requesting them or to persons authorized by the

individual.

- (G) Patrons may select or request LINK pick-up locations other than MID when placing holds. Items unavailable in LINKcat must be requested as an interlibrary loan at the library where pick-up is desired.

VI **Loan Periods**

- (A) Books (with the exception of adult new fiction), instruction kits, and audiobooks, circulate for 28 days.
- (B) Magazines, music CDs, new adult fiction, and discovery packs circulate for 14 days.
- (C) Feature-film DVDs and Blu-rays circulate for 7 days. Nonfiction DVDs and Blu-rays circulate for 28 days.
- (D) eReaders: Kindles circulation for 14 days and SonyReaders circulate for 28 days.
- (E) A renewal period of the same length as the initial loan period is granted for any item, unless it has been placed on hold for another patron. Items may be renewed twice. Renewals retain the borrowing rules of the library where the item was originally checked out. Renewal items do not have to be in-hand to be renewed.
- (F) Items from Browsing Collections, such as the discovery packs, serendipity and eReaders cannot be renewed.
- (G) Phone renewals are limited to 3 selected items. Bulk renewals of all items checked out are also possible. Patron barcode numbers must be supplied by callers.
- (H) The loan periods and renewal rules for interlibrary loan material are determined by the lending institutions.
- (I) Middleton Public Library lends its materials to all qualified libraries. Requests for materials or photocopies from individuals or libraries outside of reciprocal borrowing agreements need the approval of the Library Director.

VII **Overdue Materials**

- (A) Materials are considered overdue if not received by the date due. Materials returned in the book drop when the library is not open are considered to have been returned on the last open day of the library.
- (B) The library does not charge daily fines on items checked out at Middleton, except for a \$1.00 per day fee on interlibrary loan materials from non-LINK libraries: The maximum accruing fine per item is \$20.
- (C) A bill will be sent for the cost of overdue materials plus a \$1.00 per item late fee if items

are not returned by the 27th day overdue.

- (D) On the 28th day materials that are overdue convert to lost, and the card which was used to check them out may not be used to check out any additional library material until the overdue material is returned and late fees paid. Twenty dollars or more in fees or fines will suspend the borrowing privileges of patrons. Suspension rules of other LINK libraries will be honored at Middleton.
- (E) If a patron believes that the material checked out on his/her card was returned, the library can put a "claims return" on the item, and it is removed from the patron's financial responsibility. Patrons are allowed a maximum of 3 "claims returns" per patron per 12 month period. The patron is responsible for subsequent lost items on his/her card.
- (F) At any time a patron may pay for material which he believes is irretrievably lost. If lost material is subsequently found and returned within six months of the lost date, the cost of items valued at \$10 and over will be refunded, less the \$1.00 late fee per item. Middleton Public Library does not issue refunds for items under \$10.00. No refunds are given for individual parts that are paid for (this includes inserts, single CDs from books on CDs, cases, etc.)
- (G) The library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Only overdue materials as of the date of the decree will be cleared and suspensions removed.
- (H) Materials loaned to Middleton Public Library for local borrowers fall under Middleton overdue policies, however, borrowers will be held responsible for all special assessments placed by lending institutions, including lost, missing, or damaged fees.

VIII **Lost or Damaged Materials**

- (A) Patrons are responsible for all materials checked out on their library card. A patron is required to pay for material which is irretrievably lost or has been damaged while checked out. The prices charged for material which is lost or damaged beyond use are as follows:
 - (1) The current list price for all items, plus a late fee which covers materials and work required to circulate the item.
 - (2) When current list prices are unavailable for any library material, an average replacement cost for that type of material is charged. Average replacement costs are determined by the Library Director for each type of material the Library owns. This schedule of charges shall be reviewed annually by the Library Director to reflect changes in the average cost of library materials and supplies.
- (B) In addition, at the Library Director's discretion, the library assesses charges for material damaged beyond normal wear.
- (C) The Middleton Public Library will accept patron-purchased replacement copies of lost or damaged library materials only if all of the following conditions are met:

- Replacement item must be a brand new copy; second-hand or used copies are not accepted.
- Replacement item must match original item exactly—same ISBN, same format (hardcover/paperback for books, widescreen/full screen/special edition for DVDs, Parental Advisory/no PA for CDs, etc)
- Before charges are waived, approval is needed from the Head of Circulation Services. Additionally, patrons who purchase replacement items will be charged a \$5.00 processing

fee for technical processing costs associated with the new item.

- (D) Materials not returned or fees not paid, totaling \$50.00 and over, within 10 days of a final bill will have a \$10.00 collection fee added to their account; and the account will be sent to a collection agency. Borrowing privileges will be denied until the material is returned and/or all charges are resolved.

IX. Insufficient Funds

- (A) A \$25 fee is charged for checks returned for insufficient funds.
- (B) Payments to clear charges must be made in cash.

X Lost, Damaged, or Stolen Library Cards

- (A) Cards which are lost or damaged beyond use will be replaced at a charge of \$1.00. Barcodes will be replaced free. There will be no charge for replacement of an expired card, or a card reported stolen. Middleton will comply with the guidelines for South Central Library System libraries.

XI Privileges for Users

- (A) The library recognizes that senior citizens as a user group are more restricted in their mobility than the population as a whole. Therefore, the library exempts from the late fee those senior citizens who notify staff of their status when returning overdue material.
- (B) Information about their library record, including holds and overdue materials may be accessed and printed through LINKcat by patrons.
- (C) Patrons may request email notification in lieu of phone calls or mail notification.

XII Confidentiality of Library Records

- (A) As described in Wisconsin Stats, 43.30 Public library records (1), all circulation and other records which identify the names of library users, especially as they connect library users

with material or services used, are confidential.

- (B) The following exceptions to the confidentiality law are noted in 43.30 (1) (m):
 - (1) By court order
 - (2) To persons acting within the scope of their duties in the administration of the library or library system.
 - (3) To persons authorized by the individual to inspect such records.
 - (4) To custodial parents or guardians of children under the age of 16 as required under sub.(4), as set forth in Act 207, effective April 23, 2004.
 - (5) To libraries as authorized under subs. (2) and (3).
- (C) The following guidelines will be observed in providing any records pursuant to (B)(4)
 - (1) Library records to be supplied include items currently checked out, due dates for those items, overdue items, and any fines owed, as well as any records that show use of the library's computers.
 - (2) Library records not required to be supplied include address, phone number, age, etc. of the child. This information must be edited out of any record supplied to a custodial parent or guardian.
- (D) Library staff may request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other set of documents that demonstrates to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested. Information regarding library records will be provided over the phone only when a library barcode number is provided.
- (E) Any records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government,, except pursuant to such process, order, or subpoena as may be relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- (F) Materials placed on hold may only be given out to persons authorized by the individual cardholder via "Hold Pickup Authorization" form.

XIII Library Theft Law

The City of Middleton in its Municipal Code, Chapter 16.04 (Y) 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, historical, or eleemosynary institution, organization or society; archives; or museum.
 - (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 penalized as provided in sub. (5).
- (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.
- (F) Whoever violates this section is guilty of:
- (1) A Class A misdemeanor, if the value of the library materials does not exceed \$500.
 - (2) A Class E felony, if the value of the library materials exceeds \$500 but not \$2,500.
 - (3) A Class C felony, if the value of the library materials exceeds \$2,500.

Adopted March 21, 1981
Amended April 12, 1982
Amended December 8, 1983
Amended December 13, 1984
Amended March 10, 1987
Revised January 10, 1995
Amended March 12, 1996
Amended January 12, 1999
Amended June 13, 2000
Amended September 15, 2004
Amended October 12, 2004
Revised March 13, 2006
Revised August 30, 2006
Revised June 12, 2007
Revised May 6, 2009
Revised March 8, 2010
Revised June 14, 2011
Revised October 9, 2012
Revised May 14, 2013
Revised December 9, 2014
March 8, 2016