



Irvin L. Young Memorial Library
Circulation Policy

LIBRARY CARDS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting current identification which should include, but is not limited to, a photograph and a verifiable address. A parent or guardian must sign the application and card for anyone under 18 years of age in the presence of a library staff member.

Information given is confidential; patron privacy is protected by WI Statute Ch. 43.30 except as limited by federal laws which supersede state laws. There is no charge for the library card for state residents.

Acceptable forms of identification are:

- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- State-issued Enhanced Driver's License
- Identification card issued by a federally or state-recognized tribal nation (tribal identification card)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- U.S. Merchant Mariner Credential
- Veteran Health Identification Card (VHIC)
- U.S. certificate of citizenship or naturalization.
- Matricula Consular (Mexico)
- NEXUS (Canada)
- Corporate Identification
- U.S. University Identification
- I-94 Arrival and Departure record
- Identity cards issued by foreign governments

The following acceptable non-photo forms of *current* identification can be used for proof of address:

- A lease, mortgage, or deed of trust



Irvin L. Young Memorial Library
Circulation Policy

- Voter or vehicle registration card
- Home or vehicle insurance policy
- Utility bill
- A postcard mailed from the library to the address and brought in by the applicant. The library card will be provisional for 30 days or until the applicant returns to the library with the postcard.

The patron should have their library card, either the physical card or the digital card on library app on their phone whenever checking out materials. If the patron does not have access to their phone app nor their physical card with them, they may present a state or school-issued identification card to staff. Patrons without a library card (either physical or digital) or identification will not be allowed to check out materials

The patron is responsible for all items checked out on their card. In the event that the library card is lost or stolen, the library should be notified immediately. If a patron has a change of address or name, these changes should also be reported as soon as possible.

Replacement cards will be issued with proper identification. When the new card is issued the old library card will no longer be valid. Only one card will be issued to an individual at one time.

A parent or guardian must sign the application and card for anyone under 18 years of age. Once the library card is issued, juveniles have access to all materials of the library. Should the parent or guardian have an account with the library which has charges in excess of \$10, the minor child will be issued a Restricted Child card until such time as the parent's account status is remedied.

The American Library Association states:

Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. – [Access to Library Resources and Services for Minors](#)

Library cards for non-residents of Wisconsin shall be issued for a non-refundable fee of \$25.00.



Irvin L. Young Memorial Library
Circulation Policy

FEES

Patrons are responsible for the condition of materials that they have checked out. Fees charged for the unacceptable condition of materials returned are as follows:

- Replacing a barcode \$1.00
- Replacing a CD insert \$5.00
- Replacing a CD jewel case-whole case \$.75
- Replacing a DVD case \$1.25
- Replacing a book or CD case \$5.00
- Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged, etc. List price of material
- Material not returned; material only partially returned e.g. missing CDs from a book on CD or a multi-CD music recording, etc. List price of material
- Loss of a puzzle piece List price of material
- Loss of a puzzle bag \$4.00
- Loss of children's "big book" bag \$1.75
- Returning a Playaway backpack in the bookdrop \$1.00
- Loss of a Playaway battery cover \$0.50



Irvin L. Young Memorial Library
Circulation Policy

- Loss of a Playaway case and lock \$5.50
- Loss of a Playaway battery \$2.50



Irvin L. Young Memorial Library
Circulation Policy

LOAN PERIODS

7 days	DVDs (Fiction)
7 days	Video games
14 days	New fiction books
14 days	New nonfiction books
14 days	New audiobooks
14 days	Music compact discs
14 days	Puzzles
14 days	Magazines, Pamphlets, Maps
14 days	DVDs (Nonfiction)
21 days	Fiction and nonfiction books
21 days	Audiobooks

ADDITIONAL LOAN PERIODS

If a teacher wishes to use DVDs for classroom use the following loan periods will be allowed: For DVDs the loan period is extended to fourteen days if the original loan period is seven days and 21 days if the original loan period is fourteen days.

Materials that have been designated for research use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to staff in order to respond to requests for information from the public. The Library Director or Assistant Library Director may grant exceptions to this rule.

Vertical file materials do not circulate. A coin-operated copier is available for making copies.



Irvin L. Young Memorial Library
Circulation Policy

HOLDS

Holds may be placed on any item owned by the library or the consortium or on order to be added to the collection. The item will be held for 7 days maximum from the time the item arrives at our library.

FINES

There are no fines charged on any materials borrowed from the Irvin L. Young Memorial Library. Items borrowed from other libraries in the consortium may accrue fines according to the individual library's policies. The Irvin L. Young Memorial Library cannot forgive fines that have been incurred at other libraries.

If an item is lost non-returned or damaged, the patron will be charged the full retail price for the item. Items are set to "lost" status when they are more than 30 days overdue. Once the item has been set to "lost" status, the patron is sent a bill. The account will be referred to the library's collection agency approximately two weeks after the bill is sent out if the total bill is more than \$25. **This information is NOT reported to credit bureaus.** If the items are returned after they have been referred to the collection agency, the patron will not have to pay the bill on those items, but the patron will be charged a \$10 collection agency processing fee. If the bill is not paid and the items are not returned by the end of the calendar year, eligible accounts will be submitted to the Wisconsin Department of Revenue through the Tax Refund Intercept Program for recovery.

Once the item has been paid for, the Library will not refund the money if the item is subsequently found by the patron.

Interlibrary loan materials from libraries outside of our consortium accrue fines of \$1.00 per day regardless of format. If an interlibrary loan item is not picked up by the requesting patron by the time the item is due to be returned to the owning library, a fee of \$2.00 will be charged to the patron the first time this occurs. If non-pickup occurs a second time, \$5.00 will be charged. If non-pickup occurs a third time, \$10.00 will be charged and interlibrary loan borrowing privileges for that patron will be permanently revoked.



Irvin L. Young Memorial Library
Circulation Policy

All items may be renewed a maximum of three times, with the exception of interlibrary loan items, which are governed by the lending library's policies. If a patron owes \$10.00 or more replacement charges or other fees, the patron will be unable to check out any more items until charges are below \$10.00.

In order to check out items, the patron's card must be in good standing. If a patron has item(s) overdue that have not yet been returned, the patron may renew the items, if they have not already reached the maximum number of renewals. If the patron has already renewed the items three times, they may not check out any more items until the overdue items are returned.

All materials, except those marked as such, may be returned through the book and audiovisual drops located near the south entrance of the Library. We encourage patrons to return materials inside when the Library is open to help reduce wear and tear.

RENEWALS

Patrons may renew the items online at the library website.

Patrons may also send a postcard, letter, or email or may telephone the library to request renewal of specific materials. Such notice must include the date due and author and title of materials for which renewal is requested. Renewal will be processed on the day the written request is received.

THEFT OF LIBRARY MATERIALS

Wisconsin Statute Ch. 943.61(2) states:

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): Whoever violates this section is guilty of:

- (a) A Class A misdemeanor, if the value of the library materials does not exceed \$2,500.
- (b) A Class H felony, if the value of the library materials exceeds \$2,500.