

Circulation Policy

Adopted by the Carnegie-Schadde Memorial Public Library Board of Trustees, December 18, 2012
Revisions Approved: May 17, 2016, March 19, 2019, October 12, 2020, September 21, 2021,
November 20, 2024

Obtaining a Library Card

- Persons providing a current photo ID along with proof of residence in Wisconsin, except for Milwaukee County, may be issued a library card.
- Examples of documents that provide proof of residence include a driver's license, recent cancelled mail such as a utility bill addressed to the applicant, a check stub, a personal check, a hunting or fishing license, or a lease agreement. If desired, the library will mail a letter or postcard to the address provided by the applicant to facilitate the provision of proof of residence.
- Persons whose permanent residence is out of state but own property in Sauk County are also eligible for a library card. Presentation of a property tax bill will provide proof of property ownership.
- The library card can be used in any public library in the South Central Library System (SCLS).
- A parent or legal guardian must sign the registration form for patrons under age 16.

Card Updates and Replacement

- For updates of expired cards and address changes, staff will ask the patron to state current address, phone, and birthdate. ID and proof of address may be requested for confirmation.
- Although a patron's first card is free, a charge of \$1.00 will be assessed for each replacement card. Refunds will not be given for lost cards that have been replaced and are later found.

School/Daycare Cards

- School/daycare cards are available to any K-12 school, preschool, or licensed daycare within the Baraboo School District. The purpose is to allow teachers and media specialists easy access to Carnegie-Schadde Memorial Public Library materials needed for classroom use.
- A school/daycare card can be issued whenever a principal or administrator, on behalf of the institution, accepts responsibility for such a card.
- Each authorized person receives an individual card. The school/daycare is responsible for any library materials checked out by their authorized persons.
- The school/daycare is responsible for informing the library of changes regarding authorized persons.
- Cards will be issued for one year and renewals are possible as long as the authorized person remains employed by the school/day care and they receive principal/administrator approval.
- In the event that borrowed materials are lost or damaged, the school/daycare is responsible.



39 **Visitor Cards**

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- 41 • A visitor is defined as a person whose permanent residence is in Milwaukee County or out of
 - 42 state, or a person who is residing in a temporary shelter. A visitor card is intended for patrons
 - 43 planning to be in the area for at least one week but fewer than six months, or who are residing
 - 44 in a temporary shelter facility such as a short-term emergency shelter or homeless shelter.
 - 45 • A visitor card will be issued upon completion of a registration form, provision of a current photo
 - 46 ID, proof of address, and a current email address. Those in residing in a temporary shelter must
 - 47 provide a letter on official letterhead from shelter staff stating they are a current resident there
 - 48 for proof of address.
 - 49 • The Library will issue a Limited Use card. If a visitor becomes a permanent resident, they may
 - 50 furnish proof of permanent residence to have their card updated to full status.

51 **Loan periods**

- 52 • 28 days for books, audio books, and some instructional DVDs
- 53 • 14 days for books in high demand, music CDs, software, teen and children’s “Lucky Day” books,
- 54 and magazines
- 55 • 7 days for most DVDs and adult “Lucky Day” items
- 56 • Reference and local history materials do not circulate

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58 **Returns and Renewals**

- 59 • Any SCLS item may be renewed twice if not on hold for another patron.
- 60 • Renewal of out-of-system interlibrary loan items may be permitted.
- 61 • Out-of-system interlibrary loan items checked out at the Carnegie-Schadde Memorial Public
- 62 Library must be returned to the Carnegie-Schadde Memorial Public Library circulation desk.

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64 **Fines**

- 65 • No late fines will be assessed on materials checked out from the Carnegie-Schadde Memorial
- 66 Public Library.

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68 **Lost Items**

- 69 • Patrons are responsible for returning materials by the date they are due without notification
- 70 from the library.
- 71 • Patrons will be mailed or emailed an overdue notice for items more than 28 days past due.
- 72 Materials that are 29 days overdue are considered lost.
- 73 • When a lost item is returned, the replacement charge is waived.
- 74 • The replacement charge for a lost item is based on the retail price of the item when it was
- 75 purchased or the current replacement cost, whichever is higher. The owning library may
- 76 authorize a patron to purchase a replacement.
- 77 • Lost materials that are paid for and subsequently found are not eligible for a refund.

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79 **Damaged Items**



- 80 • Patrons will be billed for items returned with damage sufficient to prevent their continued
81 circulation as judged by library staff.
- 82 • The replacement charge for a damaged item is based on the retail price of the item when it was
83 purchased or the current replacement cost, whichever is higher. The owning library may
84 authorize a patron to purchase a replacement.
- 85 • Library staff will notify the patron by mail about a damaged item being held for inspection. The
86 letter or email will include the title of the item, the amount owed, and a description of the
87 damage. Damaged items will be held for 60 days after the bill is issued.
- 88 • Fees for specific Audio/Visual material damage are as follows:
 - 89 ○ Artwork, barcodes, booklet: \$1.00
 - 90 ○ AV case and DVD locks: \$5.00
 - 91 ○ DVD from a TV series: \$15.00
 - 92 ○ CD for an audiobook: full retail price or \$15.00 if a replacement disc can be obtained
 - 93 ○ Playaway Bookpack portfolio case: \$13.00
 - 94 ○ Playaway Launchpad cases: \$12.00
 - 95 ○ Playaway cases: \$6.00

97 **Items with Missing Parts**

- 98 • Patrons will be billed for replacement of items returned with a missing part or parts.
- 99 • The replacement charge for an item is based on the retail price of the item when it was
100 purchased or the current replacement cost, whichever is higher. The owning library may
101 authorize a patron to purchase a replacement.
- 102 • Library staff will notify the patron when an item is returned with a missing part or parts. After
103 60 days if the part or parts are still missing, the patron will be billed for the item. Library staff
104 will notify the patron by email, phone, or mail. The letter will include the title of the item, the
105 amount owed, and a description of the missing part or parts.
- 106 • Exceptions may be made at the discretion of library staff.
- 107 • Fees for specific Audio/Visual materials with missing parts are as follows:
 - 108 ○ Artwork, barcodes, booklet: \$1.00
 - 109 ○ AV cases and DVD locks: \$5.00
 - 110 ○ DVD for a TV series: \$15.00
 - 111 ○ CD for an audiobook: full retail price or \$15.00 if a replacement disc can be obtained
 - 112 ○ Battery covers for Playaway audiobooks: \$1.00
 - 113 ○ Playaway Bookpack portfolio case: \$13.00
 - 114 ○ Playaway Launchpad cases: \$12.00
 - 115 ○ Playaway cases: \$6.00

118 **Borrowing Privileges**

- 119 • Patrons must have their library card to check out materials.

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- Exceptions may be made at the discretion of the staff member at the desk. If an exception is warranted, the staff member must see a current photo ID or personally know the patron.
- A patron in physical possession of a library card other than their own is authorized to use the card for circulation of library materials unless the card has been reported to the library as lost or stolen.
- A patron in physical possession of a library card other than their own is not authorized to use the card to access library computers.
- A patron may authorize others to pick up their items requested through LINKcat. Only the guarantor can authorize others to pick up items requested through LINKcat on a juvenile account.
- Borrowing privileges will not be extended to cardholders with more than \$10.00 in charges on their account. When the amount owed is paid down to \$10.00 or less, borrowing privileges are restored.
- Patrons with charges on their account totaling \$50.00 or more will be mailed a “Statement of Unresolved Charges.”