

- I. Eligibility
  - A. Residents of the Village of Johnson Creek and the residents of the Bridges Library System consortium are eligible for library services at the Johnson Creek Public Library.
  - B. Residents of counties whose library systems have a reciprocal borrowing agreement with Bridges Library System are eligible for service at the Johnson Creek Public Library.
  - C. Library cards are issued to any person, five years or older. A patron's library card will need to be renewed every 24 months. This allows for verification of current information.
  - D. Signature of the parent or legal guardian is required for children under the age of eighteen. Parents and guardians who want their children to be able to check out DVDs must sign an additional DVD privileges form.
  - E. A current Wisconsin driver's license or state ID card will be required and used as proof of identification. If neither of these is available, another form of ID may be used at the discretion of the library staff. If the driver's license or state ID card does not show the current physical address of the customer, an additional form of ID indicating current address will be required.
  - F. Upon proper proof of identification and proof of local address, temporary residents may be issued a library card. A security deposit could be required. The amount of the security deposit will be determined on an annual basis by the Johnson Creek Public Library Board of Trustees.
- II. Circulation Periods
  - A. Library cards must be presented at the time of check out.
  - B. Library materials may be renewed three times for the original loan period if there are no holds on the item. Books and other library materials may be reserved upon request. If the reserved item is not picked up within seven days, it will be taken off reserve and returned to the shelf or lent to the next customer on the reserve list.
  - C. Books are checked out (circulated) for 21 days. New fiction and nonfiction and/or In-Demand titles are checked out for 14 days.
  - D. The number of titles on one topic may be limited at the discretion of the library staff.
  - E. Compact discs; magazines; pamphlets; and puzzles are checked out for 14 days.
  - F. Electronic games such as Wii games are checked out for seven days.

- G. Up to seven DVDs and seven electronic games may be checked out per individual adult card. There is a limit of two DVDs and two electronic games checked out per individual juvenile card. In order to check out DVDs from the Johnson Creek Public Library, children under the age of 18 must have a signed DVD borrowing privileges card on file at the library, as well as a valid library card. This form must be signed by the child's parent or legal guardian. Fiction DVDs (or feature films) are checked out for 7 days. Nonfiction DVDs and DVD titles with multiple discs including television series are checked out for 14 days.
  - H. Current issues of magazines are not available for check out.
  - I. A limit of one multimedia kit or Launchpad may be checked out per individual adult library card. The kit will be checked out for 21 days and cannot be renewed. The kit or Launchpad must remain in the library one week before the same person checks it out again.
  - J. Extended loans of items owned by the Johnson Creek Public Library may be granted to teachers taking materials for classroom use; to residents of assisted living and nursing homes; and to homebound customers. Fines will be charged for overdue items with extended loan periods.
  - K. A book return for the return of library materials is located outside the front door of the library. Although audiovisual items such as, but not limited to, DVDs; books on compact disc; electronic games; and compact discs may be returned in the outside book return, the preferred method is to return these items, along with kits, when the library is open.
- III. Fines and Fees
- A. Current rates for fines and fees will be determined by the Johnson Creek Public Library Board of Trustees on an annual basis.
  - B. The current maximum fine for overdue materials will be determined by the Johnson Creek Public Library Board of Trustees on an annual basis. Charges incurred for the certified mailing costs for any notices will also be added.
  - C. Collected charges and fees for damaged or lost items will be forwarded to the owning library
  - D. Customers with fines of \$2.00 or more will not be allowed to check out library materials until the fine is paid.
  - E. The schedule for overdue notices is as follows:
    - 1. The first overdue notice for all library materials will be generated with the Café automation program 3 days after the due date of the item or will be generated by email or text

if the library has the customer's email address or telephone number.

2. The second overdue notice for print library materials will be sent 14 days after the due date of the item. The second overdue notice for DVDs will be sent 6 days after the due date of the DVD.
  3. A final notice will be sent 42 days after the due date of a print item. For DVDs, a final notice will be sent 14 days after the due date of the DVD.
  4. Failure to respond to the three notices, by not returning the overdue items and paying the fines, will result in the matter being referred to the Johnson Creek Police Department if the cost of the items not returned is \$50.00 or more. At that point, citations for theft can and will be issued.
- F. The list of charges for lost or damaged library materials is as follows:
1. If the damage is slight and the item can still be properly used, there is no charge.
  2. If the damage is extensive and the item can no longer be properly used, the replacement cost will be charged. The amount charged will include a processing fee.
  3. If a library item is out of print and the specific title cannot be replaced, a specific amount to be determined on an annual basis, which will include a processing fee, will be assessed.
- G. If the library customer finds the item that he/she has paid for, and if it is owned by the Johnson Creek Public Library, and in good usable condition, a full refund excluding the processing charge and any costs for certified mail will be given. This refund is good for only 60 days after the payment was made.
- H. Replacement costs for a lost library card will be determined on an annual basis. If the lost library card is found, it should be returned to the Johnson Creek Public Library. There will be no refunds for found library cards that have been reported lost.
- I. Library cardholders are responsible for any library materials checked out on their cards.
- J. There will be a limit of ten free photocopies from reference materials that cannot be checked out.

#### IV. Interlibrary Loan

- A. It shall be the policy of the Johnson Creek Public Library to borrow books and other materials through the Bridges Library System to fill customers' requests for materials not owned by the Johnson Creek Public Library. There will be a limit of five interlibrary loan requests per customer at any one time when items are requested from outside Bridges Library System.

Customers are required to conform to the rules and regulations of the library from which the materials are borrowed. Due dates are determined by the owning library.

- B. Any interlibrary loan material checked out from the Johnson Creek Public Library to an individual customer should be returned directly to the Johnson Creek Public Library.

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Johnson Creek Public Library Board of Trustees

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