

## **Johnson Creek Public Library Circulation Policy**

The mission of the Johnson Creek Public Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of all citizens in the village of Johnson Creek and the surrounding area.

The Johnson Creek Public Library recognizes a policy of open access to all collections, formats, and types of materials housed within its confines by all individuals and does not abridge or deny access to any materials because of age, background, origin, or views.

### **Registration**

As a member of the Bridges Library System, the Johnson Creek Public Library serves all residents and taxpayers of Waukesha and Jefferson Counties. There is no age or skill requirement for obtaining a library card.

Any Wisconsin resident may apply for a free library card after presenting a valid picture ID and proof of current residence. Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults.

Library cardholders are responsible for any library materials checked out on their cards. The following statement is printed on the application form for the patron's information and acceptance:

- *By signing this application, I agree to obey the policies, rules, and regulations of the library (available online or upon request) and to notify the library if any information I have given has changed. I will be responsible for all charges due to any overdue, lost, or damaged materials. In the event my card is lost or stolen, I understand that I am responsible for charges on it until I notify the library of its loss or theft.*

### **Expired Cards**

To ensure the accuracy and integrity of the database, library cards expire every 18 months. Patron information will be verified before renewing for another 18 months.

Customers will receive a reminder email or phone call 14 days prior to expiration date and need to call or visit the library to update their information to keep their card active.

Inactive patron accounts are deleted from the database three years after expiration. Inactive cards carrying an amount due for the replacement cost of an item will not be deleted from the system until the amount is paid in full.

Patrons may reapply for a card if their previous card was deleted. A valid photo ID and proof of current residence is required.

## **Lost or Stolen Cards**

Please notify the library immediately if a card is lost or stolen, or if there is unauthorized use of the card. Upon notification, the card will be barred from further usage.

## **Blocked Cards**

The maximum fine/fee allowed on a library card before it is blocked is \$10.00. If a card is blocked, it cannot be used to check out materials, renew materials, or place holds in the Libby App, until the fines/fees are paid.

## **Circulation Periods**

Library cards must be presented at the time of check out. The library card may be presented in physical or digital form.

The total number of checkouts allowed per card (adult or child) at any given time is 250.

## **Lending Periods** – also see **Library of Things** section below

### **1 week**

- Electronic Games
- Selected Library of Things Items

### **2 weeks**

- DVDs/BluRays
- Selected Library of Things Items

### **3 weeks**

- Books
- Audio Books and Playaways
- Music CDs
- Magazines
- Children's Kits
- Selected Library of Things Items

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 and fees](#) apply for overdue items with extended loan periods.

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/Blurays, CDs, and electronic materials may be returned in the outside book return, the preferred method is to return these items, along with kits and other oversized items, inside when the library is open.

## **Renewals**

Most library materials may be renewed three times for the original loan period if there are no holds on the item.

## **Holds**

Patrons may place their own holds using the catalog, either at the library or online, or they may request, either in person or over the telephone, that library staff place holds for them. No more than 100 holds may be attached to a patron's library account at any given time. A patron who puts a hold on an item will receive notification as soon as a copy is available. If an item is not claimed before the hold expires, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

## **Fines and Fees**

[Current rates for fines and fees](#) will be determined by the Johnson Creek Public Library Board of Trustees on an annual basis. This includes costs incurred for the certified mailing of any notices.

Collected charges and fees for damaged or lost items will be forwarded to the owning library.

Customers with fines or charges of \$10.00 or more will not be allowed to check out any library materials until the fine is paid.

Fines and charges may be paid at the library with cash or check.

Fines and charges may also be paid using a credit or debit card through a patron's account in the CAFÉ system. A service fee will be charged.

## **Damaged or Lost Items**

Johnson Creek Public Library materials damaged beyond repair will be charged the list price as the replacement cost. All damaged items belonging to other libraries will be sent to the owning library for assessment of damages. Damage costs are determined by the owning library. If the owning library determines the item is damaged beyond repair, the customer will be charged the replacement cost.

Once the replacement cost has been paid on a damaged item, the customer may take the item home. The Johnson Creek Public Library will hold on to paid items for 1 month before discarding them.

Johnson Creek Public Library materials that are lost will be charged the list price as the replacement cost. The replacement cost of lost materials belonging to other libraries is assessed and charged by the owning library.

All damaged item and lost item payments will be sent to the owning library if paid at Johnson Creek.

## **Collection Process of Monies Owed**

The schedule for overdue notices is as follows:

- Pre-Overdue Reminder – sent 3 days before due date (via e-mail only)
- 1<sup>st</sup> Overdue Notice – sent 3 days after due date (via customer preference)
- 2<sup>nd</sup> Overdue Notice – sent 14 days after due date (via customer preference)

- Final Bill for Lost Items – sent 28 days after due date (via mail only)

Failure to respond to the three notices, by not returning the overdue items and paying the fines, or not paying the replacement cost and 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.

### **Interlibrary Loan**

The Johnson Creek Public Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Johnson Creek Public Library or at any other CAFÉ Library in Waukesha or Jefferson County. Interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested by, received by, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Johnson Creek Public Library and any library outside of the CAFÉ Consortium.

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.

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.

### **Library of Things**

The Library of Things is an assortment of equipment, specialty items, passes, and experiences available for check out.

#### **Eligible Card Holders**

- A valid CAFÉ library card in good standing is required to borrow from the Library of Things.
- A borrower must be 18 years of age or older to check out some of the specialty items and the Explore Passes within the Library of Things.

#### **Return of Library Materials**

- Library of Things items must be checked out and returned in their original container, case, or bag, to the Circulation Desk of the Johnson Creek Public Library, except for Explore Passes. Explore Passes may be returned in the book drop.

#### **Holds**

- Holds may be placed on certain Library of Things items.

#### **Loan Periods**

- Lending periods for Library of Things Items vary from 5 days to 3 weeks depending on the item.
- Some Library of Things items may be renewed three times for the original loan period if there are no holds on the item
- There are no renewals on certain Library of Things items.

### **Overdue Materials**

- All items in our Library of Things accrue late fees of \$1.00 per day. Except puzzles which are fine free. And Explore Passes that are overdue will be assessed a fine of \$50 per day.

### **Lost or Damaged Materials**

- The cost to replace a lost or damaged item in the Library of Things will be the current retail price of the item. Note this could be as high as \$1,000 for certain passes (this is the cost of one annual Zoo Pass).

### **Proper Use and Liability**

- The Johnson Creek Public Library is not responsible for injury, loss, or damage that may occur from use of an item from within the Library of Things. The responsibility to protect against loss or damage is the borrowers. Patrons will be responsible for any damage to the Library of Things item while checked out on their card.

### **Confidentiality**

Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services, may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

### **Johnson Creek Public Library Board of Trustees**

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