

## Circulation

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

**Registration:** Patrons must fill out an application form to register for a new library card. Identification is required. A photo ID is preferred; however, any other official ID or identification sufficient to establish place of residence may be accepted. There shall be no charge for issuing or reissuing a library card.

The library requires that a custodial parent or guardian sign the application form for minors under the age of 16. Parents or guardians are responsible for their minor children's use of library material and equipment, including payment of any fees or charges incurred by their children. Each family shall have the right and responsibility of setting standards for their own children. The library will comply with a custodial parent or guardian's request restricting their minor child's access to internet services at the library.

As a member of the Winding Rivers Library System, library cards issued by the Taylor Memorial Library can be used at any WRLSWEB library location. Borrowers are subject to the rules and circulation policies of the library from which they check out their materials.

**Loan Periods:** To ensure proper use and availability of materials, library staff shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for collections.

- Materials are loaned for a three week period, with the exception of periodicals, visual materials, and other special collections which are loaned for one week.
- Reference materials do not circulate.
- Materials may be renewed up to three times, provided no other patron has made a request for its use.
- Interlibrary loans are subject to the conditions set by the lending library.

**Fines and Fees:** The Taylor Memorial Library does not charge fines for overdue materials. Patrons assume responsibility for the care and timely return of all materials borrowed from the library's collection. Patrons will be contacted by mail, phone, or e-mail if their borrowed material is overdue. If the material is not returned within a designated period, the library will charge fees to recover costs for replacement of materials not returned. The library will charge fees to recover the costs of replacement for damaged materials.

Patrons who have not returned overdue materials within the designated period or have fees in excess of \$10.00 will be denied borrowing privileges until their overdue materials are returned and their fees are paid. The library reserves the right to take measures up to and including legal action to recover materials not returned and fees unpaid.

**Lost Cards:** If a patron loses his or her library card, the library should be notified as soon as possible and a replacement will be issued. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out materials.

**Reserves:** Patrons may reserve circulating materials online, by phone, or in person. Patrons may reserve materials from a library outside the Winding Rivers Library System through interlibrary loan. Patrons will be notified by mail, phone, or e-mail when the requested materials are available. Materials for reserve will be held at the library for pickup for one week after their arrival. If the materials are not picked up by that time, the materials will be returned to the lending library. There is no charge to the patron for placing reserves or for requests filled through interlibrary loan services.

**Confidentiality:** As specified in *Wisconsin Statutes 43.30*, "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 systems, to persons authorized by the individual to inspect such records, or to libraries authorized under subs, (20 and (3))." As such, library records of patrons 16 and older are confidential and the Taylor Memorial Library strictly adheres to all sections of this Statute regarding the protection of the confidentiality of its users.