

# Oscar Grady Public Library

## Circulation Policy

### I. Patron Responsibility

Each library patron is responsible for maintaining current and correct contact information for the library database; this includes current name, address, phone number and/or email address.

A parent or legal guardian must sign the registration application for children under the age of 18 and the parent or legal guardian is responsible for fees or charges incurred by his or her children. The age that a child must be in order to sign up for a library card is at the parent's discretion.

### II. Library Cards

A valid driver's license or other satisfactory proof of current residence is required to obtain a library card and must be presented prior to issuance of a library card. Patrons shall use their own cards to conduct their own business. As part of the Eastern Shores Library System, all patrons are required to show their Library card at the time of check out to ensure the identity protection of the individual. Library cards issued at the Oscar Grady Public Library are valid at any library within the Eastern Shores Library System.

Replacement library cards will be issued at the circulation desk to patrons who have lost or misplaced their original card. Children under the age of 18 must have their parent or legal guardian present to receive a library card replacement. The first or original library card is issued at no charge; all other replacement cards will be issued for a \$2 charge. The replacement fee is not charged in the cases of normal wear of barcodes or cards.

### III. Fines

Fines accrue up to the cost of the item and then cease to accrue further. An overdue fine that has accrued to the cost of the item may not be used as payment to claim ownership of the item.

#### Prices for Overdue Materials

Books	10 cents per day
Periodicals	10 cents per day
Books on CD	25 cents per day
Music on CD	25 cents per day
Music on Vinyl	25 cents per day
Audio-Visual	25 cents per day
DVDs	25 cents per day

### IV. Overdue Items

Patrons are responsible for all items checked out to their library card unless reported stolen to the Saukville Police Department. If an item is more than three weeks overdue an initial notice shall be generated and delivered to the patron by mail or email, depending on patron preference specified at registration; with subsequent notices generated each week for three weeks. If the item has not been returned after the final overdue notice has been delivered, the Director shall issue a letter to the patron stating that if the item is not returned the matter will be referred to the Saukville Police Department for issuance of a municipal citation, per ordinance 140-21.

## **V. Blocked Privileges**

As part of the Eastern Shores Library System Policy, in order to limit a library's losses in serving Eastern Shores Library System residents, the Oscar Grady Public Library shall restrict circulation privileges of any patron who accrues \$100 or more in fines and charges on items checked out from ESLs libraries. A standardized block message for this restriction shall be added to the patron's record. The patron shall pay off the total amount at each of the libraries where the fines and charges are incurred before circulation privileges are restored.

Locally, when Oscar Grady Public Library fines and charges reach \$5, patrons are restricted from checking out library materials. When a patron's fines and charges reach or exceed \$5, the patron shall be required to pay off the total amount of fines and charges in full before circulation privileges are restored.

## **VI. Items Returned Incomplete**

If an item is returned incomplete, fines accrue until all the missing parts are returned. The patron will be notified to return all missing parts and reminded that fines accrue until all parts are returned. Staff members can offer to renew the item once for the patron if no other patrons are waiting for that item. If missing pieces are not found and it affects the function of the item then a replacement cost shall be charged to the patron plus a \$5 processing fee. If the item can still function without the missing part a fee of \$3 is charged. The charge for missing parts is not refundable if later found. Vinyl records must be returned in complete form otherwise the full price of the item will be charged and billed to the patron.

## **VII. Damaged Items**

Items that are returned in a damaged state, including but not limited to water stains, ripped pages, markings that are not erasable and cracked discs, are subject to a fine equal to the cost to replace the item plus a \$5 processing fee. The replacement cost for magazines are the cover price of the issue with no other fee. If there is no cover price, then the magazine cost is \$3. Once the full costs to replace the item and the processing fee have been paid, the patron may keep the damaged item.

## **VIII. Lost Items**

Patrons who have lost library materials pay for the replacement cost of the item plus a \$5 processing fee; any overdue charges accrued on the item must be reconciled at this time as well. Overdue charges are to be capped at \$5.00 per item. If the item is found within 6 months of when the item is billed to the patron and declared Lost, a reimbursement for the item will be issued if the item is in good and usable condition. The processing fee is not reimbursable. The reimbursement will be minus any overdue fines the patron still owes on the item. There is no processing fee for magazines. Replacements or gifts in lieu of payment for a lost item will not be accepted.

All library staff members will issue receipts for payment of fines, lost and damaged items at the request of the patron. A record of payment is kept at the circulation desk.

## **IX. Loan Periods**

### **Books**

Fiction	28 Day Loan
Non-Fiction	28 Day Loan
Reference Books may circulate with Director's approval	7 Day Loan

### **Audio**

Books on CD	28 Day Loan
Playaway Bookpacks	28 Day Loan
Vinyl Music and CDs	7 Day Loan

**Audio-Visual**

CD-ROMs	28 Day Loan
DVDs	7 Day Loan
Playaway Views	7 Day Loan
Platform Games	7 Day Loan

**Periodicals**

Magazines	7 Day Loan
Newspapers and the current issue of a magazine	does not circulate

Materials can be renewed twice as long as no other patrons are on the request list for that item, with the exception being the rental collection.

**X. Interlibrary Loan**

Interlibrary loan requests for items that are from libraries outside the Eastern Shores Library System should be submitted to a staff member at the circulation desk. In order to request interlibrary loan service you must have a library card. Be prepared to provide your card number at the time of your request.

When a requested item is received, the patron will be notified to pick it up at the circulation desk. Interlibrary Loan items must be returned to the Oscar Grady Public Library.

The loan period for an interlibrary loan item is determined by the lending library and is strictly honored by The Oscar Grady Public Library. Oscar Grady Public Library late, lost and damaged charges apply to interlibrary loan materials; but lending libraries may also assess additional fees for items that are excessively late, damaged or lost.