

## **Circulation Policy**

*Issuing Cards to Adults:* All residents of the State of Wisconsin are eligible for a library card provided they present documentation proving identification (passport or any state issued identification such as a driver's license or photo identification) as well as proof of residency if their photo identification does not have a current address on it. Proof of residency includes a lease, deed to a home, or a current utility bill. The Library will not issue cards to out of state residents.

Only one card per person can be issued. Applicants must be willing to sign a statement accepting liability for materials checked out their account. The Library assumes that anyone presenting that library card is the person who owns that library card. To allow another user to pick up holds or use an account, they must have the physical library card with them, or they must be on the signed Holds Authorization form, which permits the pickup of holds without the physical cardholder being present.

*Issuing Cards to Adults with a Court Appointed Guardian of the Person:*

Adults who have a court appointed Guardian of the Person have rights to library materials, programs, and services per §54.25(2)(d)(2) and (3) and may apply for a library card as an individual. The Guardian of the Person has the right to receive notices and confidential records on behalf of the ward, as well as allow restrictions, such as an internet block or item block restriction, so long as they have provided proof of Court Appointed Guardianship.

*Issuing Cards to Adults with a Court Appointed Guardian of the Estate:*

Adults who have a court appointed Guardian of the Estate have the right to access any confidential information related to a ward's finances, including the right to any invoice to settle claims against the ward. As such, Guardians of the Estate also have the right to restrict accounts to maintain the ward's estate, pending proof of Court Appointed Guardian of the Estate.

*Issuing Cards to Minors:* Only a custodial parent or legal guardian may obtain a Library card for a minor under the age of 18. The custodial parent or legal guardian must be present and have their own photo identification and proof of address to register minors. The custodial parent or legal guardian assumes all responsibility for any debts incurred by that account and is responsible for the minor's entire use of library materials, programs, and/or services. Per §43.30 upon the request of a custodial parent or guardian of a child who is under the age of 16, the library shall disclose to the custodial parent or legal guardian all library records relating to the use of the library's documents or other materials, resources, or service by that child.

*Minors ages 16 & 17*

Per §43.30 a child aged 16 or older has the same rights to confidentiality as an adult. As such, any records which indicate the identity of any individual who borrows or uses the

Library's documents or other materials, resources, or services may not be disclosed to a custodial parent or legal guardian except under a narrow range of exceptions. Please note that custodial parents and legal guardians are still legally liable for any debts incurred by the minor, but that the minor will be invoiced directly for them.

Minors ages 16 & 17 who have an existing account will need to re-register for a library card to ensure proper confidentiality. A custodial parent or legal guardian must still be present to sign for the account and show the appropriate identification. The custodial parent or legal guardian still has the legal right to block internet access to the account and may do so at that time. When a child turns 18, they must re-register again as an adult using their own photo identification and proof of address. At that time, any debts incurred in their name as a minor will be transferred to the parent/legal guardian who signed for the library card account.

#### Community Cards

Community cards are available to individuals who have state of Wisconsin issued identification, but who do not have proof of current address. These cards may only be issued to adults and do have a two-item check out limit at Kaukauna Public Library only.

Loan Agreements: The Library follows circulation policies as set forth by Outagamie Waupaca Library System (OWLS) as approved and/or modified by the Library Board. Circulating equipment and higher cost items are subject to their own policies with their own loan agreements.

Fines: The Library is a fine free facility. However, the library does follow fine policies as set forth by the OWLS system, which does include libraries who charge late fees. Items checked out at libraries that charge fines may result in fines being accrued on a library account because fines are tied to where items are checked out. The Library also adheres to the OWLS policy of blocking accounts with balances over \$5.00.

Damaged Materials: The Library reserves the right to charge for damage to materials. The Library will automatically bill the full purchase price for any item that is returned damaged after the first check out. The Library does factor circulation history into the price of damaged items and will not charge full price for items that have circulated more than ten times, with the exception of equipment and higher cost materials. Damage to materials includes, but is not limited to stains, water damage, markings, rips/tears, odor, chew marks, or items that are cracked or smashed. Final determination of billing is at the discretion of the Library Director. Current library software only recognizes "lost" items, so items that are damaged show up on patron accounts as lost.

Once payment for damaged items has been received, the borrower may have the damaged item. The library only holds damaged items for a period of **three (3) months**. New copies supplied by the borrower of damaged items as payment are not acceptable.

*Lost Materials:* Any unreturned materials will be billed to the person who has the item checked out. It will remain in “overdue status” for 30 days after which the person on whose card the item was checked out will be billed for replacement costs. In the event of overdue items including, but not limited to laptops, tablets, and hotspots, the library retains the right to release library records to local law enforcement for recovery based on the specific overdue item policy. Library accounts remain blocked until the entire debt of the item has been resolved.

Within a period of 30 days, the library can issue a refund for lost items that have been found and paid for, if the item is still in good condition.

*Collections:* The Library reserves the rights to bill patrons for damaged or unreturned items and to turn delinquent accounts over to collection. The Library Director or their designee can forgive a bill or arrange for payment options that include a payment plan.

*Checking out:* A valid OWLSnet library card in the name of the person checking out the items is required for check out. In the event a patron does not have their card photo identification may be used. It is possible to check out materials to patrons able to verify information on their account e.g., address, phone number, birth date.

*Checking Out Holds:* Holds may not be checked out to anyone not possessing the card of the patron to whom the hold belongs unless a “Holds Release Form” is signed.

*Circulating Equipment and Higher Cost Items:*

Circulating equipment includes, but is not limited to: laptops, tablets, hotspots, ukuleles, projectors, and STEM kits. Higher cost items (notwithstanding circulating equipment) include but are not limited to videogames, playaways, audiobooks, and videos when ranging in replacement value of \$50 or more per item.

In an effort to safeguard public collections of potential high value or re-sale value from theft or conversion, after a certain number of days past due, as set forth in individual policy or OWLS policy, such materials not returned and listed as overdue shall be categorized as “suspected stolen” and may be reported to law enforcement for investigation and recovery of such materials.

The library reserves the right to petition the court for the release of public library records on circulating equipment and higher cost library materials including, but not limited to, videogames, laptops, tablets, hotspots, ukuleles, projectors and STEM kits in the event that there is reasonable suspicion of theft or resale of library materials. If granted, records will be released to local law enforcement for recovery.

In the event of overdue items including, but not limited to laptops, tablets, and hotspots, the library retains the right to release library records to local law enforcement for recovery based on the specific overdue item policy.