

## Circulation Policy

The mission of the library is to inspire and support lifelong learning and the love of reading. In support of this mission, the library seeks as few restrictions on the flow of information as possible, while also protecting the community's library resources.

## Registration and Borrowing Privileges

1. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials. Only patrons registered at an OWLSnet library are eligible to borrow materials.
2. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 16 must be accompanied by a parent or legal guardian to register for a card.
3. Patrons agree to accept responsibility for library materials borrowed with the library card issued until the card is reported lost or stolen. Borrowers agree to pay fines for materials returned to the library after their due date and to reimburse the library for materials that are lost, damaged or stolen.
4. Library staff will require those applying for library cards to present documentation to establish their identity and place of residence. There shall be no charge for issuing a card. All library cards are valid for 1 year from the date of issue and can be renewed at no charge.
5. The library requires that a parent or legal guardian sign the application form for their minor child in the presence of library personnel.
  - a. Parents or legal guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
  - b. Each family shall have the right and responsibility of setting standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
  - c. The library will not assert the rights of a minor child over the rights of that child's parents. The library will comply with a parent or guardian's written request restricting their minor child's access to specific collections at checkout.
  - d. Under Wisconsin Statute 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24(4). Requestors who are denied access may appeal the decision to the Library Director or the Library Board.
6. A library card or photo ID will be required to check out materials at the Kimberly-Little Chute Public Library. Library staff will be able to check out materials to a borrower for other family members if the borrower is in possession of the other family members' library cards or in person consent is documented in the patron account.

## Fines and Charges

1. The library may charge a fee or recover costs for the following situations:
  - a. Lost library card replacement
  - b. Items returned overdue
  - c. Damaged items or items not returned
  - d. Photocopies/document delivery
2. Loan periods and limits are set in conformity with OWLSnet policies and procedures.
3. No card holder with billed materials or over \$5.00 in fines will be allowed to check out additional materials.

## Lost or Damaged Materials

1. Patrons are expected to return materials to the library in the same condition as they borrowed them.
2. If an item is lost or damaged beyond repair, the borrower will be billed for the current retail replacement cost of the item. Patrons may purchase a replacement copy of an item, but the replacement copy must have a matching ISBN or product code and be in new condition.
3. The library is not responsible for damage done to personal equipment while using library materials.

## Confidentiality

1. All library circulation records are confidential under Wisconsin Statute 43.30.