

**Schreiner Memorial Library  
Board of Trustees  
Circulation and Fee Policy**

Philosophy

The Library Board balances the Library's function of supplying information with the need to monitor and retrieve materials so they are available for others. The Board seeks to put as few restrictions as possible on the flow of information, while protecting the community's Library resources.

Library service is available without discrimination to individuals and groups of every age, gender, race, lifestyle or human condition. Persons who are not eligible borrowers of library materials are welcome to use materials and equipment within the library.

Consistent with State law, as well as the philosophy of the Board of Trustees, basic library service is free for the inhabitants of the library's service area. The only fees charged by the library are overdue fines, charges for lost or damaged materials or library cards, copying charges and sale of discarded items.

Eligible Borrowers

1. Residents of the area encompassed by the Southwest Wisconsin Library System.
2. A resident of any other City or County in Wisconsin with which the Southwest Wisconsin has a reciprocal borrowing agreement and who has a valid library card from the library serving their permanent residence.
3. Schreiner Memorial library cards are issued to all school children entering the second grade. Younger children must use a parent's card.
4. The Library honors any card issued by another Library within the Southwest Wisconsin Library System. Borrowers from a library which is not a member of the System's shared automation system are issued a Schreiner Memorial Library card.

Library Registration

1. Eligible borrowers who do not have a library card must complete a registration form provided by the Southwest Wisconsin Library System.
2. An individual under 18 years of age must have his/her registration form signed by a parent or guardian.

Library Card Expiration Date

1. A library card expires five years from the date of issue.
2. A new card may be issued without charge following the expiration date. A card in good condition need not be replaced.

### Lost or Damaged Library Card

1. There is a \$1.00 charge for replacement of a lost or damaged library card.
2. There is no charge for replacement of a barcode or a new address label.

### Loan Periods

1. Books 2 weeks
2. Videos/DVDs 1 week (Adult items must be checked out on adult card)
3. Magazines 2 weeks
4. Kits/Puppets 2 weeks
5. All other 2 weeks
6. Extended loans may be granted by the Library staff for special circumstances.

### Borrowing Limits

1. DVDs and VHS Tapes 5
2. Audio Books 5
3. All other No limit
4. Limits may be modified or waived by the Library staff for special circumstances.

### Renewals

1. An item may be renewed as long as it has not been requested by another patron. The Library staff may at its discretion limit the number of renewals.
2. Interlibrary loan renewals are limited as follows:
  - a. Books 2 renewals
  - b. Videos 2 renewals
  - c. DVD's 1 renewal
  - d. Audio Books 1 renewal

### Miscellaneous Circulation Policies

1. Reference books may be loaned at the discretion of the staff.
2. Reserve collections for in-library use or overnight loan may be created by the staff for large class assignments and similar circumstances.
3. Homebound patrons receive flexible loan periods and no fines.
4. Claimed returns are accepted and noted on patron records; repeated claims may be subject to review and action by the staff.
5. Items designated as "new books" by the Library staff are not eligible for interlibrary loan until new book status has been removed. Exceptions may be made by the staff.

### Fines for Overdue Materials

1. The fine for all items is \$0.05 per day.
2. Fines are charged for all days, including days the Library is not open.
3. The maximum fine on any one item is \$2.00.

### Charge for Damaged Items

Damage is charged at the discretion of the Library staff, not to exceed the original cost of the item.

### Lost Items

1. Patrons who lose items are charged the original cost of the item, when such cost can be determined.
2. If no record of original cost exists, a flat rate of \$10.00 for adult materials and \$5.00 for children's materials is charged. Library staff has the discretion to modify these amounts for special circumstances.

### Potential Loss of Borrowing Privileges

Patrons with unresolved fines and other charges or unreturned library materials may be denied borrowing privileges until such charges are paid or materials returned. The library staff makes that determination on a case by case basis.

### Miscellaneous Fees

1. Photocopies:
  - a. 8 1/2 x 11 \$0.10
  - b. 8 1/2 x 14 0.15
  - c. 11 x 17 0.20
  - d. Two-sided 0.15
2. Microfilm copies: \$0.10
3. Computer printouts:
  - a. Black & White \$0.10
  - b. Color 0.25
4. Discarded materials for sale:
  - a. Hardcover \$0.50
  - b. Paperback 0.10
  - c. Magazines 0.10
  - d. Bag of books 1.00
  - e. Other items As designated by staff

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 11<sup>th</sup> day of February, 2004 and revised on the 16<sup>th</sup> day of January, 2008.

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Stuart Harper, Board President