

BORROWING LIBRARY MATERIALS POLICY

PURPOSE

The Pewaukee Public Library [Library] offers a variety of items that are available for circulation to patrons which complement the Library's mission. This collection may include, but is not limited to:

- Books
- DVDs
- Books on CD
- Music CDs
- Digital materials

Patrons who borrow an item from the Library's collection agree to the terms established in this policy.

Borrowing policies for items from the Library's Library of Things [LoTs] collection are subject to the Library of Things Collection Policy.

GUIDELINES FOR BORROWING

A CAFÉ library card in good-standing is required to borrow an item. A library card is considered in good standing if it is an unexpired card and has less than \$10.00 in fines and/or fees.

The total item checkout limit per library card is 250 items.

Materials may be returned to any library within the Bridges Library System. The Pewaukee Public Library has an external book drop where material may be returned 24 hours a day, 7 days a week.

HOLDS

CAFÉ cardholders may place a hold on circulating items, except for items in the browsing collection. The maximum hold limit is 100. Held items will be shared via delivery with other libraries in the Bridges Library System.

Holds may be placed by patrons in person, over the phone or online. Patrons will be notified when the materials are available and the item will be held for seven (7) days. If the item is not picked up after seven (7) days, the hold will be automatically cancelled.

For digital materials, hold limits and the notification processes are set by the vendor and will vary.

LOAN PERIODS, FINES & RENEWALS

The cardholder is responsible for ensuring that all materials checked out on their library card are returned in a timely manner. All materials circulate for three weeks with the exception of the following:

- New Adult Fiction and Browsing Collection circulate for fourteen days
- DVDs/Blu-Rays circulate for seven days
- DVD Series & Sets circulate for fourteen days
- Newspapers & Magazines circulate for seven days
- Digital materials vary based on type of materials and vendor settings.

Materials classified as rare books, reference, and professional titles and newspapers do not circulate and may only be viewed in the Library.

Checked out items may be renewed three times unless an item is on hold for another patron. Items in the browsing collection, digital materials and items borrowed from outside the Bridges System may not be renewed.

If an item is not returned by the due date, the patron will be notified via email, text message or telephone call on the following schedule, 1st notice: three (3) days, 2nd notice: fourteen (14) days, 3rd and final notice: twenty-one (21) days. Overdue notification is a courtesy and the Library cannot be responsible for emails, texts or phone calls not received due to invalid information provided or other issues outside the control of the Library.

The overdue fine is \$0.20 per day on all items. The maximum fine for an item is \$10.00.

No fines will be assessed on children's books and books on CD and digital materials.

LOST AND DAMAGED MATERIALS

Patrons will be financially responsible for loss of and damage to an item while borrowed. Items will be considered lost and a replacement fee assessed to their library account if an item remains unreturned 30 days after its due date. Replacement costs are assessed according to the Replacement Costs for Lost or Damaged Materials Policy

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. Regular wear and tear of materials is expected and is not considered the fault of the patron. If an item is found to be damaged and is no longer suitable for circulation, the patron will be charged the approved fee. Damage fees will not exceed the replacement cost of the item.

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Exceptions to the foregoing fines and assessments may only be made on a case-by-case basis in the sole discretion of and upon the approval by the Library Director.

PAYMENT OF FINES AND FEES

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

RESPONSIBILITY FOR MINOR'S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be

aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library's Privacy of Library Records and Use Policy govern the information about a minor's library records that may be given to a parent or guardian.

Adopted by the Board of Trustees, April 21, 2021: Leslie Miller, Library Board President
Revised by the Board of Trustees, July 21, 2022; September 30, 2023