



## Watertown Public Library Circulation Policy

Adopted March 2006

Revised May 2011, February 2012, November 2013, July 2014, February 2015, February 2016, August 2016, January 2017, July 2018, November 2018, August 2019, November 2019

### Registration Requirements:

Library cards are issued to individuals who present the proper identification, and reside in Wisconsin. Proper identification includes one of the following options:

1. For individuals 18 years of age or older:
  - A valid driver's license / state ID with a current address
  - Alternatively, a utility bill, rent receipt, lease or checkbook with a current address and a valid driver's license / state ID without a current address.
2. For individuals under the age of 18:
  - A parent's/legal guardian's valid ID as stated in #1. Both parent/legal guardian and minor applicant must be present at the time of application.
3. For Luther Prep or MBU students:
  - A school ID card from their school or college.
4. In addition to proper ID, the following information must be provided by the individual to qualify for a library card:
  - Full name, including middle name
  - Street address (even if the individual receives his/her mail at a post office box)
  - Township (if the individual lives outside city limits)
  - Date of birth
  - Signature

### Patron Responsibility

- Patrons are responsible for all materials checked out on their cards and for any charges incurred.
- Patrons must notify the library of lost or stolen cards. Items checked out on a card that is not reported lost or stolen are the responsibility of the patron who registered for the card.
- Patrons should notify the library of changes to their address, email address or telephone number. The library is not responsible for undelivered notices if no current information is provided.
- Borrowing privileges will be suspended if an individual has any outstanding account balances over \$10.00.
- A library card must be presented to check out.

### General Library Card Information

- Maximum number of checkouts on a card may not exceed 125 items
- There is a three-day grace period past the due date during which no fines are charged (Does not include the Lucky Day collection). On the fourth day fines will be charged back to the original due date. Other libraries in the consortium may charge other amounts for fines.
- No Fines are charged on Children's or Teen Materials.
- Items returned in an outside book return before the library opens will be considered returned the previous day.

### Loan Periods and Fines

- A complete list of library material circulation rules is available at [www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org).
- Temporary limits on the number of items, loan periods, and renewals may be set at the library's discretion.
- Overdue fines are not charged for days the library is closed.
- Overdue fines shall not exceed the replacement cost of the item.

### Reserves

- Most circulating items may be reserved. A complete list of library material circulation rules is available at [www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org).
- Items will be held 5 days for pick-up, beginning the day the item arrives.

## Renewals

- Three renewals are allowed on most library materials unless an item is on hold for another patron, or has special circulation rules. A complete list of library material circulation rules is available at [www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org).
- Renewals extend the loan period of the item for the same amount of time as the original checkout.
- Renewals are from the *date renewed*, not from the original due date.
- Items may be renewed online at [www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org), over the phone, or at the library.

## Patron Courtesy Notices

Below is a list of notices delivered to Watertown Public Library patrons through each notification method. Courtesy notices such as pre-overdue notices and card expiration are only available through email and text.

Notices can be provided in the following combinations: Phone Only, Email Only, Text Only, Phone & Text, Email & Text. Patrons cannot receive phone and email notices.

## Overdue Notices shall be sent out in the following sequence

- A first overdue notice is sent out at 2 weeks overdue.
- A bill for replacement is sent out at 6 weeks overdue.
- Accounts will be turned over to a collection agency when materials are 10 weeks overdue.

## Damaged Materials Replacement

- Patrons need staff approval to purchase replacements for lost or damaged library materials. In addition, patron purchased replacements will be charged a \$5.00 processing fee..
- Damaged items are discarded 30 days after patron notification.

## Fees and Refunds

- Lost items that have been paid for become the property of the patron. The library does not issue refunds for lost/paid items.
- A nonrefundable processing fee of \$5 is charged per item for all lost and damaged materials.
- A \$25 fee will be added to all accounts turned over to the collection agency.
- A \$1.00 fee is charged to replace a lost library card.