CIRCULATION OF LIBRARY MATERIALS POLICY

1.0 PURPOSE:
To describe the policies of the West Allis Public Library governing the circulation of library materials.

2.0 ORGANIZATIONS AFFECTED:
This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:
The West Allis Public Library will follow a uniform policy governing the circulation of library materials. The West Allis Public Library is a member of the Milwaukee County Federated Library System (MCFLS). Other libraries in MCFLS may have somewhat different policies.

4.0 REFERENCES:
Wisconsin Statutes, Chapter 43.
West Allis Public Library Board approval April 25, 2007.

5.0 CIRCULATION POLICIES/PROCEDURES:

5.1 MATERIAL LOAN LIMITS/LOAN PERIODS/FINES:
When borrowing library material, the borrower accepts full responsibility for its return in good condition, on or before the due date.

MATERIAL	LOAN PERIOD	LOAN LIMIT*	GRACE PERIOD	FINE	MAXIMUM FINE
Books	21 days	100 (2 copies-same title)	3 days	$.10 p/day	$5.00
Paperbacks	21 days	100	3 days	$.10 p/day	$5.00
7-day Books	7 days	100	3 days	$.10 p/day	$5.00
Browsing Fiction	7 days	100	3 days	$.10 p/day	$5.00
Browsing Non-Fiction	21 days	100	3 days	$.10 p/day	$5.00
Books on CD	21 days	5 per visit	3 days	$.10 p/day	$5.00
Audiobooks	21 days	5 per visit	3 days	$.10 p/day	$5.00
Playaways	21 days	5 per visit	3 days	$.10 p/day	$5.00
CDs	21 days	10 per visit (20 max. at any time)	3 days	$.10 p/day	$5.00
Videos	7 days	20 max.	3 days	$1.00 p/day	$5.00

CD-ROMS	7 days	2 per visit	3 days	$.10 p/day	$5.00
Magazines**	7 days	10 per visit	3 days	$.10 p/day	$5.00
DVDs	7 days	20 max.	3 days	$1.00 p/day	$5.00
Encyclopedias Circulating	7 days	2 (Different letters of the alphabet)	3 days	$.10 p/day	$5.00
Pamphlets	21 days	20 total	3 days	$.10 p/day	$5.00
Tax Publications	7 days	2 per visit	3 days	$.10 p/day	$5.00
ILS items	Set by lending library	5	NO GRACE	$.50 p/day	NO MAXIMUM
SPECIAL COLLECTIONS New Fiction Repair Manuals Stamp Catalogs Coin Catalogs Collectibles/Antiques Price Guides Holiday/Seasonal Items College Directories Career Books Special items in high demand	7 days	Generally, the same 100 item loan limit. Some special restrictions may apply, such as number of holiday items at seasonal times, etc.	3 days	$.10 p/day	$5.00

*Patrons are allowed to have a maximum total of 100 items (of all types) checked out at one time.

**Current magazine issues in jacket covers may not be checked out.

Reference materials and certain other materials may not be removed from the library premises.

On some materials, a grace period of 3 days will be extended to borrowers (see above list). If the material is returned within the grace period, the accumulated fine will be waived.

5.2 NON-PAYMENT OF FINES:

Patrons owing more than $5.00 in outstanding fines will not be allowed to check out any additional materials, renew materials, place holds on materials, or access the library's computers (SAMS) until payment is made. If juvenile privileges are suspended, the card of the responsible adult will also be suspended.

5.3 RESERVATION OF LIBRARY MATERIALS:

All circulating library materials may be reserved except Browsing books, magazines, and pamphlets (vertical file materials).

5.4 RENEWALS/TRANSFERS:

All circulating West Allis Public Library materials may be renewed two times. DVD's and videos may be renewed one time. Magazines and other special 7-day items may not be renewed. All items may be transferred once. An item may not be renewed or transferred if the item is on reserve (hold) for another patron.

5.5 LIMITS ON PATRON USE:

The Library Board reserves the right to establish limits from time to time on the number of items that may be checked out at one time by a patron.

5.6 LOSS OF MATERIALS:

The retail price (at time of purchase) will be charged for lost and unreturned West Allis Public Library materials. A $2.00 processing fee is added to the cost of the material. For materials currently in the collection without a retail price listed, the library has established a default-price list. Patrons may replace lost AV material only, with an exact copy, suitable for library use (as determined by the Library Director or his/her designee), in lieu of paying the default or retail price. Replacement AV material must be new and in unopened packages. A $2.00 processing fee will be charged when a patron chooses to replace lost/damaged material with an exact copy.

Material	Default Price
Non-circulating item	$100.00
Adult hardcover book	25.00
Children's hardcover book	15.00
Adult trade paperback	20.00
Children's trade paperback	10.00
Adult paperback	8.00
Children's paperback	5.00
DVD	20.00 – 50.00
CD/Cass/Kit/LP	20.00
Videocassette	25.00
Periodical/Pamphlet	5.00
Software/CD-ROM	75.00
Toy/Puzzle/Relia/Puppets	20.00

A bill will be sent for unreturned overdue items and legal proceedings may be instituted if the materials are not returned.

The collection billing notice may include overdue items and/or fines of $50.00 or more.

The Circulation Manager, or designee, is authorized to arrange payment plans.

The library will not hold patrons responsible for items lost or damaged in fire, flood, or by theft when documented by a police report or insurance report.

The Circulation Manager is authorized to resolve cases in which the patron claims the items have been returned but cannot be located within the library.

In the case of inclement weather or other unforeseen event, the library may, at the discretion of the Circulation Manager, allow for the late return of materials. It is the patron's responsibility to request such an allowance.

5.7 REFUNDS FOR LOST MATERIAL:

The full cost of the material minus the following charges will be refunded for a lost item returned in good condition within 90 days of payment:

$2.00 processing charge per item AND
up to $5.00 in late charges (fines) per item (based on the due date).

There will be no refund if the combined fine and processing charge equals $7.00 and the amount of the lost item is $7.00 or less.

5.8 DAMAGED MATERIAL:

Charges for damaged library materials will be assessed at the discretion of the Library Director or his/her designee. Payment of charges for lost, unreturned, or damaged material will not operate to transfer title to that item from the West Allis Public Library except when it has been determined that the damage is irreparable, and the item in its damaged condition is not usable for library purposes.

5.9 VIDEO AND DVD BORROWING RESTRICTIONS FOR MINOR CHILDREN

The West Allis Public Library does not restrict access to any materials including videotapes and DVDs regardless of the MPAA rating. However, parents and legal guardians may request that their child not be allowed to borrow R-rated videotapes/DVDs by completing a *Parental Videotape/DVD Loan Form.* Completed forms will be kept on file in the Circulation Department. A note will be added to the child's patron record indicating that borrowing R-rated videos/DVDs is not permitted. Library staff will then permit the child to borrow only G, PG, PG-13, and unrated videos/DVDs. This restriction will expire upon receipt of proof of the child's 18th birthday. It is not the responsibility of the West Allis Public Library to verify any child's age. The library cannot guarantee that

the child will not gain access to R-rated videos/DVDs by means of another patron whose access has not been restricted or via SelfCheck.

5.10 INTERLIBRARY LOANS:
The library will make every attempt to secure materials not in its collection through interlibrary loans or to make arrangements for patrons to use other library resources through the Infopass Program. The library also makes every effort to direct patrons to other agencies that can provide information or assistance.