

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must sign the following statement:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. If the parent has a current library system account, it must be in good standing. Parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after three years. In order to renew a library card, patrons must clear all outstanding fines and bills (in excess of \$10.00).

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods.

1. 3 weeks for books, music cds and audiobooks.
2. Interlibrary loans are due the date indicated by the lending library.
3. Books may be renewed if there is not a waiting list for the title.
4. Current issues of periodicals do not circulate.
5. Non-current periodicals may be checked out for three weeks.
6. Seven days for most videos. Some videos check out for two weeks.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is no limit on the number of items a patron can borrow at one time.

D. Holds

Holds may be placed by patrons either in person, over the phone. Patrons will be notified by email notice, telephone or library mailing when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

Videos \$1.00 per item per day overdue.

Non-Video Items \$0.25 per item per day overdue

Overdue schedule:

After	2 weeks : First notice sent
	4 weeks : Second notice sent
	6 weeks : Bill for overdue materials sent
	6 months : Item is purged from collection and no longer returnable

Note : There is a city ordinance on Library Theft.

F. Lost and Damaged materials

If materials are lost or damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost or provide same item replacement (clean and in acceptable condition). A \$5.00 processing fee is applied.

G. Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)." The Sparta Free Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Approved by Library Board September 4, 2003
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