



# **OREGON PUBLIC LIBRARY**

## **CIRCULATION POLICY**

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### **I. Purpose**

The Oregon Public Library meets the information, leisure, civic and cultural needs of our patrons. This policy applies to all patrons of the Oregon Public Library.

### **II. Eligible Card Holders**

- A. The library issues cards to individuals and/or organizations. Cards for individuals are issued for a 4-year period. Oregon cards are valid at all the public libraries and bookmobiles in the South Central Library System (SCLS) and public libraries with reciprocal borrowing agreements with the SCLS.
- B. Any resident of the Village of Oregon or the SCLS service area is eligible to receive one free South Central Library System card. All adult applicants must present photo I.D and acceptable proof of address at the time of application for a first card, or a lost card replacement. See below for acceptable ID and proof of address:

Type of ID	Valid for ID	Valid for Address
Current Driver's license or State ID card	yes	yes
Current Passport	yes	yes
Current Military ID with photo	yes	yes
Current Student or Employer ID with photo	yes	no
Hunting or Fishing License	no	yes
Checkbook	no	yes
Utility bill or mail postmarked within 30 days	no	yes
Current lease or mortgage	no	yes

- C. Oregon Public Library accepts applications for library cards for non-residents living within the boundaries of SCLS, but outside of Oregon Village boundaries. Applications will be forwarded to the home library.
- D. Cards may be issued to children at any age. Applicants under 16 years of age are required to obtain their parent's or guardian's signature on the card application.
- If the parent or guardian is present and is currently registered with the library or can show proof of identification and residency, the card may be given to the child immediately.
  - Parents or guardians applying for cards for children under 16 may be required to have the child present in order to be issued cards.
  - If the parent or guardian has fines and fees due in excess of Oregon's suspension limit, the child will be issued a card which limits the types of materials checked out on the card to children's materials, limits the number of items checked out at any time to three, and reduces the fine limit to ten dollars. The child's card will have this status of 'Limited Use' until all fines and fees are paid on the parent's card.
  - Children residing in two households will be issued a card only by the community or agency of primary residence, as stated by the parent or guardian.
- E. Village of Oregon community organizations, village departments, and local businesses may be issued organizational borrowers' cards for use by authorized individuals when the organization needs to borrow library materials for organizational purposes. These cards will be issued for one year. Renewals are possible as long as organizations remain in business.
- The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals.
  - The organization, village department, or business assumes responsibility for any library materials checked out on the card(s).
  - All rights and responsibilities held by individual cardholders will be assumed by organizational cardholders. Information about the library record of institutional cardholders will be released only to authorized individuals of the institution.
  - Organizations outside of the Village of Oregon should apply directly to their home libraries.

- It is the responsibility of the head of the organization to inform the library of staff changes.
  - Schools or other nonprofit organizations may petition the library for Fine Free Organizational status; these groups would not be subject to overdue fines but would still be responsible for charges from lost or damaged materials.
- F. Temporary residents: Any individual residing in the Village of Oregon on a temporary or part-year basis may be issued a card upon providing local address verification. A suitable expiration date will be determined. Permanent address identification must be presented and the information entered into the patron record. These cards are free as well.
- G. Borrowers residing outside of SCLS may register with the Oregon Public Library, providing they meet SCLS registration guidelines.
- H. Teachers may hand out and collect applications for Oregon and Dane County Library Service library cards in their classrooms. Teachers will verify address information before turning in applications to the library. All required information and signatures must be filled in before the library can process a card.

### **III. Cardholder Responsibilities**

- A. Registered patrons are responsible for informing the library of any name, contact information or status changes including lost or stolen cards.
- B. Lost cards will be replaced at a charge of \$1.00. Expired and stolen cards are replaced at no charge.
- C. Patrons are responsible for all materials checked out on lost or stolen cards until the time that the card is reported to library staff as lost or stolen.
- D. Patrons who allow others to check-out materials on their card are responsible for any fines and fees that may result from the other person's use.
- E. Renewals of library cards are possible so long as the patron remains eligible. Patrons not using their card for 1 year following the expiration date will have their registrations purged, and will have to reapply.

- F. Fines, fees and overdue materials will transfer when a replacement card is issued, a card is renewed, or when the account is updated due to change of address.
- G. The Library Director or Circulation Supervisor are authorized to limit materials checked out on children's cards to age appropriate material if they determine that a parent or guardian is using their child's card to circumvent library policy.
- H. The library assumes no responsibility for damage incurred to the patron's equipment by library materials.
- I. The Library may revoke a library card if the patron misuses the card or if the incorrect registration information was supplied by the patron or for any other reason deemed appropriate.

#### **IV. Limitations on Borrowing**

- A. Any of the following may be presented in order to check out materials:

- Library Card
- Valid Photo ID
- Scan-able images of library card barcode from patron smartphone

Patrons presenting photo ID or smartphone images of cards will be asked to verify their current contact information against their information on file.

- B. Patrons with an account balance over \$20.00 may not checkout additional items.
- C. The maximum number of items a patron may have checked out at any one time is 100.
- D. Holds will only be checked out to the patron requesting them or to persons authorized in writing by the individual.
- E. Non-circulating materials (including reference materials and newspapers) may not be checked out.
- F. Users without their library cards or identification may request that selected items be held for them until the end of the next business day.

- G. It is the policy of the library that responsibility for the use of library materials by children rests with their parents and/or legal guardians. Therefore, no borrowing restrictions are placed on children once they have obtained their parent's and/or legal guardian's signature on the library application.
- H. Circulation services conclude at closing.
- I. A library user may have borrowing privileges denied when the library has reason to believe that the user has changed address; in this case the library user must present current acceptable proof of residency before being permitted to check out materials again.
- J. If a patron writes a check which results in a notice of insufficient funds, their borrowing privileges will be suspended until the Village of Oregon notifies the Library that all fees and overdraft charges have been paid.
- K. If users who owe the Library money file for bankruptcy and notify the library of this, the Library will stop trying to collect any money owed, but those users are still responsible for payment of debts owed to the Library and are still subject to the \$20 fee limit for borrowing privileges.
- L. Additional limitations on borrowing may apply when using your card at other eligible libraries.

**V. Return of Library Materials**

Oregon Public Library materials may be returned to any public library or bookmobile in the South Central Library System, unless otherwise noted.

**VI. Loan Periods**

Oregon Public Library's loan periods are as follows:

<b>TYPE OF MATERIAL</b>	<b>LOAN PERIOD</b>
Books (Except New)	28 Days
New Fiction – Including "Lucky Day"	14 Days
Audio Books	28 Days
DVDs and Blu-Rays – Including "Lucky Day"	7 Days
Non-Fiction DVDs	28 Days
Music CDs, Videogames, and Software	14 Days
Eureka Collection	14 Days
Magazines	14 Days

- A. A renewal period of the same length as the initial loan period is granted for any item unless it has been placed on hold for another patron. Renewal items do not have to be in-hand to be renewed.
- B. Items eligible for renewal may be renewed twice. Patrons may not re-check out items that have been renewed twice until the items have been in the library for at least 24 hours.
- C. When renewing items by phone patrons must supply their library card number or will be asked to verify their contact information against the information on file.
- D. If a patron believes that the material checked out on his/her card was returned to the library, the library can put a "claims returned" note on the item, and the patron is no longer financially responsible for the material. Patrons are allowed a maximum of 3 "claims returned" items per 12 month period. The patron is responsible for subsequent lost items on his/her card.

## **VII. Overdue materials**

- A. Materials are considered overdue if not received or renewed by the date due.
- B. See the "[Fee Schedule](#)" for complete information on charges for overdue materials. The fines for overdue materials apply to all items checked out at the Oregon Public Library regardless of which library they belong to.
- C. Fines for overdue materials will not exceed the cost of the item.
- D. Overdue fines are not charged to seniors (aged 65 or older) who have their account listed as senior and use Oregon Public Library as their home library. Charges for lost and damaged materials still apply.
- E. Library staff may waive or reduce charges if they determine that extenuating circumstances so warrant.

## **VIII. Lost or Damaged Materials**

- A. On the 29th day an item is overdue, the item will be declared lost.
- B. At any time a patron may pay for materials, which cannot be located. If lost materials are subsequently found and returned in circulating condition

within 6 months from the date that the item was put into lost status, the library will refund the patron for the cost of the item, less overdue charges. Refunds will not be issued for lost charges of \$15.00 or less.

- C. Patrons are responsible for all materials checked out on their library card. Fees for lost or damaged materials are charged in accordance with the "Fee Schedule." The purchase price is charged for materials, which are lost or damaged beyond use. In the case of sets with multiple parts where the set must be replaced, the patron will be charged for the price of the entire set.
- D. The Library Director, or designated library staff, has the discretion to permit a patron to replace an item by purchasing it. Replacements for lost or damaged audio-visual materials must be in a sealed original container. A processing fee of \$3.00 will still be charged to the patron in order to prepare the item for library circulation. Replacement items must be approved by Library staff.
- E. Once paid for, damaged items become the property of the person who pays for them, provided charges are paid in full within 3 months of the date that the charges were assessed.

## **IX. Confidentiality of Library Records**

- A. Professional library ethics require that our patrons' personal identification be kept confidential.
- B. (B) Under Wisconsin Statutes 43.30, public library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed in the following instances:
  - 1. With the consent of the individual library user;
  - 2. By court order;
  - 3. To persons acting within the scope of their duties in the administration of the library or library system;
  - 4. To other libraries (under certain circumstances) for interlibrary loan purposes;
  - 5. Upon the request of a custodial parent of a child under the age of 16.

- C. Under Wisconsin Statutes 19.62-19.80, all state and local government organizations, including public libraries, are required to follow procedures to protect the privacy of personal information kept by the organization. These procedures include rules of conduct for all employees involved with personally identifiable information, and assurance that employees understand their responsibilities relating to personal privacy.
- D. The following guidelines will be observed in providing any records.
1. Items currently checked out, due dates for those items, overdue items, and any fines owed, as well as any records that show use of the library's computers will be given upon request to a custodial parent or guardian of children under the age of 16.
  2. Address, phone number, age, etc. of the child will not be given. This information must be edited out of any record supplied to a custodial parent or guardian.
  3. Library staff may request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other set of documents that demonstrates to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.
  4. Generally, a parent or guardian must come to the library to receive information about a child's library record. Information about the amount of fines on a child's record will be given to a parent or guardian over the telephone if the parent has the child's library card number.
  5. Any records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government, except pursuant to such process, order, or subpoena as may be relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
  6. Questions or problems regarding confidentiality of patron records will be referred to the Library Director or his or her designee for resolution.

## **X. Library Theft Law**

The Village of Oregon has adopted Wisconsin State Statute 943.61 Theft of Library Material into Municipal Code, Chapter 9.20.



9.20 LIBRARY MATERIALS. (Cr. #83-3) (1) FAILURE TO RETURN LIBRARY MATERIALS.

- A. In this section, "library materials" include any book, plat, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual materials in any format, magnetic or other types, electronic data processing records, artifacts or other documentary, written or printed materials, regardless of physical form or characteristics belonging to, on loan to, or otherwise in the custody of a municipal library situated or based within the Village limits.
- B. Any person who takes and carries away any library material, or any person who signs an agreement to be responsible for the return of library materials taken or carried away by a minor, with the consent of a library official, agent or employee and fails, after the notice required by this section to timely return the library materials, shall, upon conviction, be subject to a penalty as provided in section 9.25 of this chapter. (Am. #84-3)
- C. No person shall be charged with a violation of this section unless such person is provided written notice signed by a library official, agent or employee. Such notice shall be served either by regular, first class, mail sent to the person's last known address or by personal service upon such person and shall set forth at least the following:
  - 1. A reasonable description of the library materials
  - 2. The date that the library materials were removed from the library
  - 3. The date that the library materials were due to be returned.
  - 4. The final date by which either the library materials are to be returned or a written explanation made to the library indicating that the library materials are incapable of being returned because they are lost or destroyed.
  - 5. The following statement: Your failure to comply with the demands of this notice will subject you to being prosecuted for a violation of Section 9.20 of the Municipal Code of the Village of Oregon. If you are convicted, the

penalty will include an obligation to pay for the materials and/or a forfeiture of up to \$500, plus assessment and court costs. (Am. #88-3)

- D. Whoever intentionally takes and carries away, transfers or conceals with intent to deprive the library of possession of any library materials described in sub. (1) shall be subject to the punishment provided in 9.25 of this chapter.
- E. The concealment of library materials beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material, which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee, and which is concealed by a person upon such person or among the belongings of another, is evidence of intentional concealment on the part of the person so concealing the material.
- F. An official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence may detain the person in a reasonable manner for a reasonable length of time to deliver the person to a peace officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls, but shall not be interrogated or searched against his or her will before the arrival of a peace officer who may conduct a lawful interrogation of the accused person. Compliance with this section entitles the official, agent or employee affecting the detention to the same defense in any action as is available to a peace officer making an arrest in the line of duty.

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