



Elmwood Public Library Circulation Policy

Adopted: February 21 2018

Revised: June 21, 2023

Policy

The Elmwood Public Library is a member of the Indianhead Federated Library System (IFLS), a consortium of over 53 public libraries. Circulation is open to all registered library cardholders who reside in the state of Wisconsin.

Patron Responsibility

When becoming a library cardholder, the patron agrees to comply with the policies of each IFLS member library and accepts the following responsibilities:

- Library materials checked out are the sole responsibility of the patron whose card was used for checkout.
- Patron agrees to return all borrowed items by the due date
- Patron will pay replacement costs assessed for lost, unreturned, or damaged items.
- Patron will not lend their card to others.
- Patron will report changes in address, phone number, and email.
- Patron will report lost or stolen cards.
- Patron will obey the rules of behavior when visiting the library.
- When signing a registration card for a child under the age of 18, the patron accepts full responsibility for lost or damaged items and accepts responsibility to monitor and approve the child's choice of library materials and other information resources.

Library Cards

Adults:

Adults (18 years or older) are required to fill out a registration form and show proof of Wisconsin residency to receive their library card.

Children and Young Adults:

Children and young adults (under age 18) may receive a library card with the consent of their parent or legal guardian. Upon signing the registration card for a minor, the parent or legal guardian accepts legal responsibility for late fees, lost materials, and any damage to library materials.

Lost cards:

There is a 50 cent charge to replace lost cards.



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Loan Periods

Materials available for circulation can be checked out for the following periods:

- 7 days – all videos, DVDs, and magazines
- 14 days – TV series on DVD
- 3 weeks – all books, audiobooks, and CDs

There is a limit of 100 items for checkout on the MORE online catalog.

Renewals

Borrowed materials may be renewed twice unless there is a hold on the item for another patron. An item that has a hold on it may not be renewed. Items may be renewed on the MORE online catalog from any computer with Internet access, at the circulation desk, or by telephone at 1-866-MY-RENEW.

Purchase Requests

If the library does not own an item that you need, you may make a recommendation to the Library Director. The request will then be considered for purchase at the discretion of the Library Director.

Returns

Borrowed materials can be returned at the circulation desk or in the outside drop box

Fines

Elmwood Public Library does not charge overdue fees for our materials. Please enjoy our resources and then return them by their due date. You could still receive overdue fees from other libraries. If an item is **35 days** overdue then the library will charge the users for the cost of the item.

Patrons accumulating fines exceeding \$10.00 will lose their borrowing privileges until the fines are paid down under \$10.00 or paid off completely.



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Overdue Notices

The following overdue notice schedule shall be followed apart from noted exceptions:

First notice at 7 days after due date

Second notice at 14 days after due date

Replacement bill at 28 days after due date

After the 28 day notice library staff may attempt to secure the return of the library materials through individual letters and telephone calls. In addition, library staff may refer customers with overdue items to the Elmwood Police Department.

Lost or Damaged Items

The cost for replacing lost or damaged items varies and will be determined by the Library Director. If an item is lost or damaged, please notify the library as soon as possible.