



Antigo Public
Library
617 Clermont Street
Antigo, WI 54409

715-623-3724

Policy: Circulation

Approved: February 27, 2018

Purpose:

This policy is necessary to ensure that all patrons are treated equally in the area of registration, material access, and circulation.

Policy:

Registration

Library cards are issued free to all WI residents. No fee will be charged for changes of name, address, and phone numbers. To receive a card, an applicant must furnish one piece of identification with their current address. Acceptable identification includes a driver's license, state ID, current military ID, or a passport. If the acceptable identification does not have a current address on it, a bill, paystub or rent certificate with the current address and a dated within the last month will be sufficient as proof of address, along with the ID. If a current address is unavailable there will be a circulation limit of 2 items at one time.

Minors, defined as 16 years or younger, must have their Library Card application signed by a parent or legal guardian. Minors who have a WI ID or driver's license may get a card without parent or legal guardian signature. Upon parent/guardian request the library will disclose library records of their child's use of library resources. This reflects library patron privacy as stated in WI statute 43.30.

Parents or legal guardians who wish to limit items that their minor children (under 18, as stated in WI state Statute 990.01(20)) check out need to speak to library staff to have appropriate message placed on that minor's card. Library staff will do their best to honor the parent's or legal guardian's wishes as long as it does not cause undo hardship on library staff or degrade library service for other library patrons.

Institutional/ Teacher Cards

The library maintains a copy of the card and issues the other copy to the responsible party. The Library will assume that the person presenting the card has permission to check out materials on it. Teachers and parents who homeschool will be treated the same as teachers in institutions with longer loan periods, and no fines will be assessed for overdue material. Items owned by Antigo Public Library may be checked out for six weeks upon request by holders of Teacher cards. Items not owned by Antigo Public Library will have the standard loan periods.

Lost or Forgotten Cards

Library cards should always be presented when borrowing materials. Materials may be checked out without the card if the patron's phone number, address and birth date are verbally verified by the patron. The library reserves the right to refuse service to those with insufficient identification or who cannot accurately verify their phone number, address and birth date. Lost cards may be replaced for



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\$3.00 each. Cards damaged due to normal wear and tear will be replaced at no charge. Library cards will be renewed annually to check for changes to each patron's personal information and notice preferences.

The patron is responsible for all uses made of their library card. Any loss or theft of a patron's library card should be reported as soon as possible. Patrons who utilize another patron's card without consent are committing theft under WI State Statute 943.201.

Patron statement of responsibility on library registration form and on library card.

I accept responsibility for all materials borrowed on this card and for any associated charges. I agree to comply with library policies, and will report a lost or stolen card or change of address immediately. Parents are responsible for all use of this card by minor children.

Loan periods for certain items are as follows:

DVDs (with 1-2 discs)	7 days
DVDs (3 or more discs), music CDs, games & magazines	14 days
New books, new audiobooks,	14 days
All other materials	21 days

Items that generally do not circulate

Exceptions may be made by library supervisory staff on a case by case basis.

- Reference books
- Microfilm
- Local and State Historical materials
- Genealogy materials
- Current periodicals
- Newspapers
- Board Games

Renewals

Renewals can be made online, via phone, email, text message or in person. An item may be renewed two times unless it has been requested by another patron.

Patrons can renew their own materials twice online under two conditions:

- The material is not already due or overdue
- No one else has placed a hold on that item

Reserves

Patrons may place materials on reserve, by either asking a library staff member or by making the request themselves online. The reserve or "hold" lists are first come, first served.



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Number of checkouts

Adult patrons and Institution/ Teacher cards may only have a total of 100 items checked out at one time. Juvenile cards are limited to 50 items each.

Overdue Materials, Fines and Lost Materials

There is no grace period for overdue materials. Children's fines are the same as adults.

All material except that noted below	\$.15 per day per item
Reference	\$2.00 per day per item
DVD recordings	\$.50 per day per item
Video Games	\$1.00 per day per item

Patrons are allowed to check out materials and place reserves until their fees reach \$5.00. A block will be placed on the patron's card until the fees are below \$5.00.

Patrons are reminded about overdue notices via mail, email, text message or phone call. However, this is a courtesy and failure to receive a notice does not negate the patron's obligation for any fees associated with overdue materials.

Notices are sent on the following schedule:

- First notice 7 days after due date
- Second notice 14 days after first notice
- Third notice 21 days after first notice (bill for replacement)

After the third notice is generated, the patron will have 30 days in which to return the material. Failure to return any items within this time may result in a notice from the Antigo Police Department, advising the patron that they will receive a citation for any items not returned.

Thirty days after the police letter is sent, the Antigo Police Department will be asked to issue a citation for all items not returned. Citations will not be issued for fines.

Lost or Damaged Materials

The library has full discretion to levy a full replacement cost if damage renders the item unlikely to be selected by patrons or no longer usable. If damage is not due to normal wear and tear, the charges for other types of damage are as follows:

AV cases	\$3.00
Barcodes	\$2.00
RFID tags	\$1.00
Artwork for AV cases (e.g. DVDs, CDs, videogames, books on CD)	\$8.00

The paper artwork which covers the cases for the above type of material is copyrighted and the library has to pay to replace all such artwork. The \$8.00 charge is to cover the cost of acquiring another copy of the artwork and the time required to process the material again so that it can circulate.



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All costs are charged against the patron's record. Processing fees cover the cost of processing materials and staff time to process replacement material.

Equipment checkout

The Antigo Public Library has some electronic equipment available for in-house checkout which may be used by individuals who have a library card in good standing and a current photo ID.

Because of the value of this equipment we may ask you to leave your driver's license or other form of photo ID at the Circulation desk until equipment is returned in the same condition as it was when checked out. Checkout times will vary by battery life. Cost of replacement will vary and is at the discretion of the Library Director and/ or Assistant Director.

Examples of such equipment may be: laptops, tablets, projectors, etc.

Denial of Access for Persons Convicted of Sexually Related Crimes

Whereas the Wisconsin Department of Corrections has advised convicted sex offenders that they are subject to the "Rules of Community Supervision (Rules)" And, whereas these Rules include the following:

- You shall not have any contact with anyone under the age of 18 unless it is supervised and approved of in advance by your agent.
- You shall not reside near, visit, be employed at, or be on the premises of any parks, schools, campgrounds, video arcades, day care centers, swimming pools, beaches, fairs/festivals, malls (shopping or pedestrian) or other places where children tend to congregate, without prior approval of your agent.

Therefore, the Board of Trustees of the Antigo Public Library authorizes the library staff to deny circulation privileges to all persons on the Langlade County list of sex offenders. The county list shall be updated monthly by the Probation and Parole Agent serving in Langlade County.