

CLINTONVILLE PUBLIC LIBRARY CIRCULATION POLICY

Date of Board Approval: August 12, 2021

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Circulation Policy

Anyone can get a library card. Library cards are free of charge. A replacement fee of \$3 will be charged for a lost or damaged card.

Verification

Photo ID and proof of current address are required to obtain a library card.

Photo identification may include, but not limited to, a driver's license, state ID, tribal ID or student ID. Proof of address may include, but not limited to, mortgage/rental papers, utility bill or printed checks.

Juvenile Cards

Parents or legal guardians must be present when children (18 years and younger) apply for a card. The parent or legal guardian's identification serves as proof of address for the child.

Community Cards

Community cards are available for patrons in a temporary living situation and have a lower checkout limit.

Renewing a Card

All library cards expire after 1 year.

Lost Cards

The Library must be contacted immediately if a card is lost or stolen.

Borrowing Privileges

Loan periods and limits on checkout are:

Format	Loan Period
DVDs, Videogames	7 days
Music CDs, Periodicals	14 days
Books, Audiobooks, Software	28 days
Equipment	Up to 7 days
Pamphlets	Do Not Circulate
Periodicals-Current Issue	Do Not Circulate

Cardholders may have a maximum of 75 items out at one time although some formats may have smaller limits.

Library borrowing and computer privileges are withheld when more than \$5 is owed on the account.

Renewals

Items may be renewed three times if there is no reserve on the item. Renewals can be made in person with a current library card, by phone or on-line through the Infosoup catalog.

Holds

Materials that are not currently available may be requested in-person, by phone, or online through the Infosoup catalog. Patrons will be notified when the material is available by phone, e-mail or text. The library card which was used to place the hold, must be produced in order to pick-up the hold at the library.

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Library Card Unavailable

Checking out without a library card is permissible if the patron can provide a picture ID (allowable one time per year).

Fines

All Clintonville accounts and materials do not accrue fines. *

*Caveats:

- Materials belonging to other libraries will still have overdue fines assessed.
- All items that are damaged will still be charged for repair or replacement.
- All items that are long overdue will be assumed lost, and a bill will be sent for replacement.

Damages

The patron must pay for the replacement cost of damaged items. Identical replacement items may be pre-approved at the discretion of the Library Director.

Damages are:

Replace Media Case	\$2.50
Missing barcode	\$2.50
Other Miscellaneous Damages	Discretion of the Library Director

Lost Items

The list price will be charged for all lost items.

Refunds will be issued if a paid item is returned, dependent on condition of item.