

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid patron card to borrow library materials. Patrons must fill out an application form that includes the Patron Agreement Statement (found in **Appendix E**) to register for a new library card. Photo identification and proof of address is required. This may include but is not limited to: driver's license or state-issued ID, school ID card, current mail, lease, check, bank statement, utility statement, etc.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. Parental/guardian signature is not required for children who are renewing cards.

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

Patrons may also register for a library card by using the online application found on the library's website. This card will provide them with immediate access to our online resources. However, to place holds or check out physical materials, online applicants will be required to bring their photo ID and proof of address to the library during our open hours.

B. Lost cards

Lost library cards may be replaced by contacting the library. There is no fee for replacement cards.

C. Loan periods

The Monticello Public Library uses the following guidelines for length of loan period for library materials:

1. Books are loaned for 4 weeks.
2. Board games, book boxes, and other items in our library of things are loaned for 2 weeks.
3. Interlibrary loans are due on the date indicated by the lending library.
4. Books may be renewed twice if there is not a waiting list for the title.
5. Periodicals may be checked out for 2 weeks.
6. Audiobooks are loaned for 4 weeks.
7. Music CDs are checked out for 2 weeks.
8. Feature DVDs and Blu-Rays are loaned for 1 week; Non-feature DVDs are checked out for 4 weeks; TV shows are checked out for 2 weeks.
- 9.. Popular new items or series may have a shortened loan period.

10. Items with outstanding reserves may not be renewed.
11. Patrons may borrow up to 100 items at a time and have up to 75 items in their hold queue at one time. Exceptions may be made at the discretion of the library director.

D. Holds

Holds may be placed by patrons either in person, over the phone, or online. Patrons will be notified by telephone, text, or e-mail when the materials are available. There is no charge to the patron for placing a hold or for using interlibrary loan services.

E. Fines and charges for unreturned or damaged materials

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period or is returned damaged and has been judged by the owning library to be unsuitable for the collection, a bill will be sent for the cost of replacement of the material.

Monticello Public Library allows refunds on items that were marked as lost and subsequently paid for by the patron, but which were later returned. Items must be returned within 6 months of the date they were marked as lost in the ILS. Refunds will not be issued for items with a replacement cost of less than \$5.00 or for items that were marked as lost more than 6 months prior to being returned to the library.

G. Confidentiality

The Monticello Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users. 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)."

