



policy

Name: Circulation Policy

Approved: July 28, 2014, by Franklin Public Library Board of Trustees

Policy:

Franklin Public Library (FPL) adheres to the principle of free access to information for everyone. This circulation policy ensures that such access is preserved for the residents of the City of Franklin and Milwaukee County. A core service of the FPL is to loan materials to individuals in the community, and to provide access to certain digital resources, according to the guidelines set forth in this policy and the requirements of the Milwaukee County Federated Library System (MCFLS).

Confidentiality:

To facilitate circulation of print and digital resources, the library maintains a database of registered borrowers. Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired, and includes database search records, registration records, and all other personally identifiable uses of library materials.

Library Cards:

FPL cards may be issued at no cost to anyone living within Milwaukee County, with proof of residency.

Any patron applying for a library card shall sign a responsibility statement which reads:

I accept responsibility for all fines, damages and loss associated with the use of this card.

The library requires that a parent or guardian must sign for children under the age of 16. They are responsible for their minor child(ren)'s use of library material as noted above.

Library staff may deny borrowing privileges or use of digital resources to cardholders:

- With overdue materials not returned,
- With outstanding fines or fees in excess of \$5.00, and/or
- For lack of address verification.

Library cards must be renewed every two years. There is no charge to renew a card, though patrons must provide address verification and clear all outstanding fines and fees.

Special Library Cards:

- **Intersystem Borrowing:** MCFLS has intersystem service agreements with the following Wisconsin library systems: Indianhead, Nicolet, Outagamie/Waupaca, and Winding Rivers. Any resident of those systems, with a valid library card from any of their member libraries, may apply for an FPL card which may be used at any MCFLS member library.
- **Fee Cards:** Patrons residing outside Milwaukee County shall be allowed to borrow FPL materials with the purchase of a fee card for \$75 per year. This card will allow the patron, spouse, and children borrowing privileges at FPL, including staff-assisted holds.
- **Business Cards:** Corporate entities (businesses, governmental agencies, or trade organizations) located within the City of Franklin may register for an FPL card. The entity assumes responsibility for all materials borrowed in its name. Business cards are valid for one year and a new application must be completed annually. Borrowing privileges are restricted to business-related materials owned by FPL and the Milwaukee Public Central Library, including staff-assisted holds. Self checkout is not available for Business cards.
- **Center Cards:** These cards are issued to schools, nursing facilities, and day care centers located within the City of Franklin. The entity assumes responsibility for all materials borrowed in its name. Center cards are valid for one year and a new application must be completed annually. Borrowing privileges are restricted to FPL and its materials, including staff-assisted holds. Self checkout is not available for Center cards.
- **Teacher Cards:** Educators working at schools in the City of Franklin may apply for a Teacher card with proof of employment. Teacher cards are valid for one year. Borrowing privileges are restricted to school-related materials owned by FPL, including staff-assisted holds. FPL reserves the right to limit the quantity of material checked out on a given subject. This allows all children equal access to information on a subject. Self checkout is not available for Teacher cards.

Loan Periods:

- 21 Day Loan Period:
 - Fiction and nonfiction books
 - Music on CD
 - Audiobooks
 - Book & audio kits
- 7 Day Loan Period:
 - Selected, high-demand new fiction and nonfiction books
 - Periodicals
 - DVDs
 - Puppets and toys
- 3 Day Loan Period:
 - NEW adult feature films on DVD
 - EXPRESS DVDs
- Selected items may be further limited as designated by professional staff (e.g., seasonal items with heavy demand, curricula support materials, etc.).
- FPL maintains uniform loan periods with other MCFLS libraries as is feasible.

- There is a 3-day grace period of overdue items loaned for 21 days.
- There is no grace period on 3- or 7-day loan items.
- Library materials may be returned at any time via the library's drive-up book drop, or via the internal book drop during normal library hours.
- To accommodate patron travel, loans may be extended up to 42 days on materials not new to FPL or on hold for another patron.
- Reciprocal Borrowing and Interlibrary Loan: Loan periods for items borrowed from other libraries are determined by the lending library.
- Renewals:
 - If not on hold for another patron, most items may be renewed for one additional loan period. Some items may be renewed for a third period.
 - If the material to be renewed is overdue, fines will be assessed.
 - EXPRESS items may not be renewed.

Fines:

- A 3-day grace period is allowed on all material which circulates for 21 or more days. Each day thereafter that the library is open, a fine of 10¢ per day, per item, will be assessed from the original date, exclusive of DVDs.
- A fine of 50¢ per day is assessed on all DVDs.
- No grace period is allowed on 3- or 7-day loan items.
- No grace period is allowed on EXPRESS items.
- \$5.00 is the maximum fine per item.
- Overdue fines shall not exceed the replacement cost of the item.

Non-Circulating Items:

As often as possible, all materials will be available for circulation to library patrons. Access, however, is limited on the following items:

- Materials designated as REFERENCE.
 - With the approval of the Library Director or designee, certain materials may be loaned overnight.
 - REFERENCE material may be sent to another MCFLS library for in-house use by their patrons.
- Current editions of periodicals.
- Audiovisual equipment.
- Items too fragile or cumbersome to be easily circulated.
- Franklin High School yearbooks.
- Selected special collections, including local history.