

# **Racine Public Library Circulation Policy**

## **Purpose of the Circulation Policy**

The Racine Public Library (RPL) loans materials to eligible individuals.

In order to provide this service in an orderly and equitable manner to all community members, while complying with the legal and financial restrictions applicable, the Racine Public Library adopts the policies stated in this document.

## **Eligibility**

All residents of the City of Racine and community members who pay City of Racine property tax are permitted to borrow Library materials from RPL. All non-residents are permitted to borrow Library materials from RPL as long as agreements are in force for reimbursement or reciprocal borrowing. Non-residents not covered by an agreement will be charged to borrow Library materials. Community members who have their Library privilege suspended or are blocked from checkout because of unpaid bills are not permitted to borrow Library materials until they pay their bills down to \$5.00 or less.

## **Library Cards**

Any community member who wants to borrow Library materials from RPL must register for a Library account by submitting an online application form or presenting valid identification at any library service station, and providing proof of identity and proof of current residence. Library accounts issued by other Libraries sharing our database can be used to borrow materials.

## **Checkout**

Materials are checked out to the individual's Library account with a due date given. Holds can be placed on circulating items. Materials not on hold may be renewed by the customer.

All materials borrowed must be checked out by the customer. The customer assumes responsibility to return materials in good condition and in a timely manner. The customer is responsible to pay overdue fines for overdue items borrowed from other libraries. The customer is responsible to pay for the repair or replacement of materials damaged while checked out. The customer is responsible to pay for materials not returned.

## **Copyright**

U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Individuals may not copy or distribute materials without the explicit permission of the copyright holder. All responsibility for any consequences of copyright infringement lies with the individual; the Library expressly disclaims any liability or responsibility resulting from such violations.

## **Rules and Regulations Governing Circulation of Materials**

The Executive Director shall be responsible for developing and implementing procedures governing circulation of RPL materials. These procedures shall be consistent with the principles

outlined in this policy. RPL may establish loan periods, item limits, and renewal limits to ensure that loan activities will be carried out in a fair and orderly manner.

## **Racine Public Library Rules and Regulations Governing Circulation of Materials**

### **Registration**

An individual obtains a Racine Public Library (RPL) card by submitting an online registration form or presenting valid identification at any Library service station. Any individual who wants to obtain or replace a Library card from RPL must provide a valid, non-expired, government-issued identification. There is no charge for a Library card. RPL accepts the following as valid identification:

- Driver's license issued by a state in the U.S.
- Photo ID issued by a state in the U.S.
- Federally-recognized Tribal ID
- United States Military ID Card
- United States Passport
- Matricula Consular Card issued by Mexico
- Pasaporte mexicano (Mexican Passport)

Expired identification will not be accepted. If the identification does not show current address, additional proof of address showing name and residence address must be provided. RPL accepts the following to show address:

- Checkbook
- Rent receipt
- Postcard sent from RPL
- Utility bill
- Postmarked mail from last 30 days
- Property tax receipt from City of Racine

For individuals who are unable to provide valid identification or proof of residency, a Library card can be issued that allows only one item checked out on the account at a time. This exception would apply to individuals with valid identification without the correct address and no other identification with the correct address. It would also apply to those without a valid identification, but who do have a checkbook, rent receipt, Library postcard, utility bill, or postmarked mail showing the correct address. In these cases, Library staff will put a note in the individual's account until the missing information is provided.

Individuals through age 15 must have a legal guardian register them to obtain a Library card. The legal guardian must provide valid identification and show proof of address.

Individuals aged 16 and 17 may register without legal guardian signature, provided the community members can supply valid official identification and show proof of residency. A legal guardian may also register them to obtain a Library account with the legal guardian providing valid identification and proof of residency.

Non-residents with residency in Milwaukee County or outside of Wisconsin are required to pay a \$50-per-year fee to obtain a Library card. Teachers of Racine students will have this fee waived by presenting proof that they are working in Racine. Other non-Wisconsin residents who work in the Racine community may be considered to have this fee waived on a case-by-case basis, to be determined by the Circulation & Technical Services Supervisor. Non-residents needing only computer access may ask for a computer guest pass.

RPL shall issue a valid Library card to the individuals whose registration has been accepted. RPL reserves the right to deny issuing a Library card if the application is incorrect or incomplete, e.g., failure to provide the home address. By submitting the application for registration, and by accepting the valid Library card, the applicant agrees to the following:

- Notify RPL when any information given to the RPL has changed, e.g., change of name, address, or phone number.
- Promptly report to RPL the loss or theft of the Library card.
- Assume responsibility for all materials borrowed on the account.
- The Library card may be used only by the person whose name is on the card, or in the case of a minor, by the legal guardian who signed the application. For legally disabled persons and for others requiring special considerations, a special arrangement may be allowed.

RPL reserves the right to cancel the borrowing privileges of any community members who fail to abide by Library rules.

RPL will conduct periodic purges of inactive Library cards.

### **Loan Transaction**

To borrow Library materials, the registered community members present their Library card and the materials to check out at any circulation location. At circulation locations where it is possible to search by community member's name, staff can access community member's records using valid identification. A loan may be further disallowed if there are outstanding fines or charges in excess of \$5.00 on the borrower's card. A loan is allowed only for those materials designated for public circulation by RPL.

### **Renewal of loan periods**

Loan periods for Library materials are extended in a process called "renewal." Renewable items may be checked out again from the date of the renewal. Renewal is allowed up to ten times as long as there are no holds on an item. Items borrowed from other libraries may not be renewable. The following are available renewal methods:

- At any service station, the registered individual presents their Library card. Where it is possible to search by community member's name, staff can access community member's records using valid identification. When it is not possible to search by community member's name or a valid ID is not present, no renewal of Library materials shall be allowed without the community member's Library card. Staff will make exceptions for this when the community member's identity may be confirmed otherwise. Staff may renew when the community member's card is blocked.
- To renew by phone to RPL, the community members call 262-636-9241. No renewal of Library materials shall be allowed without otherwise confirming the community member's identity. Staff may renew when the community member's card is blocked.
- Self-service in the Library catalog at [www.racinelibrary.info](http://www.racinelibrary.info) or at a public access computer in RPL. The community member must provide their Library card and PIN. This method may not be available to community members who are blocked because of fees owed.

### **Reserves (Holds)**

Registered borrowers may reserve Library materials by placing a "hold." Holds may be placed using one of the following methods:

- Library staff will place holds in-person or by phone (262) 636-9217 for all community members who present a valid library card. Staff may place holds when the individual's card is blocked.
- For self-service in the Library catalog at [www.racinelibrary.info](http://www.racinelibrary.info) or at a public access computer in RPL, the community member must provide their Library card and PIN. This method may not be available to community members whose library cards are blocked.

### **Return of borrowed Library material**

Borrowed Library materials must be returned to RPL on or before the due dates. Books and magazines may be returned to any circulation outlet or book return. Audiovisual items may be returned to any circulation outlet or book return marked expressly for CDs and DVDs. Materials that do not fit in a drop box must be returned directly to a circulation desk. Miscellaneous Equipment must be returned to a circulation desk.

### **Overdue fines**

The Library Board has voted to eliminate all overdue fines on materials owned by the Racine Public Library indefinitely. This does not apply to materials borrowed from other libraries.

### **Charges for lost and damaged Library materials**

In order to replace lost Library materials, RPL shall assess the borrower for the full replacement cost. In order to repair or replace damaged materials, RPL shall assess the borrower up to the full replacement cost. Community members who purchase an identical copy in good condition may donate the item to have the charge removed.

Additional processing fees may be assessed for reparations made to work involved with maintaining items found in the Library's Beyond Books Collection and other circulating equipment due to damages, missing parts, or not being returned by the community member.

## **Notification Process**

The following notification process is used by RPL:

- Two days before an item's due date a reminder notice is emailed or texted.
- One week after the item's due date, a first overdue notice is generated and sent by email, text, phone, or mail.
- Two weeks after the due date, a second overdue notice is generated and sent by email, text or mail.
- One month after the due date, the item is assumed lost and a bill for the replacement of the item is sent by mail.
- Bills for overdue and damaged items are sent when the balance exceeds \$5.00.

The community member is responsible for any charges when notices are not received or items are not renewable.

## **Beyond Books Collection**

The Beyond Books Collection is our lending library of non-traditional items which complement the Racine Public's library mission of providing diverse collection, creating opportunity, and supporting the development of our community's lifelong learning. This collection is an assortment of equipment, experiences, hobby supplies, technology, board games, and specialty items to check out.

Community members who borrow an item from the Beyond Books Collection agree to abide by the Beyond Books lending guidelines below.

### **Examples of items included in the collection:**

*Home Improvement and Assistive Devices:* such as a Kill-A-Watt meter, kitchen and cooking equipment, household tools, etc.

*Audiovisual Equipment:* such as a portable DVD player, digital camera, video equipment, digital converters, etc.

*Science and Technology Kits:* such as a microscope, a telescope, robotics, circuits, building blocks, beginner computer programming kits, etc.

*Recreation and Crafting Tools:* such as board games, musical instruments, a sewing machine, a Cricut machine, etc.

The Beyond Books Collection is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. For a full and *current* list of items available, visit the library website or library catalog.

## **Eligible Card Holders**

A valid Library card in good-standing is required to borrow items from the Beyond Books Collection. Community members who have their Library privilege suspended or are blocked from checkout because of unpaid bills are not permitted to borrow Library materials until they pay their bills down to \$5.00 or less.

### **Limitations on Borrowing:**

- The maximum number of Beyond Books items allowed per Library card is dependent upon the category. 1 item per categories such as Gaming, STEAM, and Tech and 3 items per categories such as Board Games, Create, Outdoor Fun, and Tools.
- Lending restrictions are variable depending on the Beyond Books Collection item. Due to continuing changes in new and available items, please check the item record in the SHARE Catalog or ask a library staff member if you have a question about restrictions on borrowing an item.

### **Borrower Responsibility:**

- The Library is not responsible for any costs incurred or damage to personal equipment while borrowers use the devices or for the security of connected community member devices, if applicable.
- The Library does its best to provide clean and fully functional equipment, but is not responsible for unforeseen hardware or software failure.
- Borrowers are responsible for the safe-keeping and return of these items to the Library in good working order and assume liability for the equipment while it is in their care.
- Borrower is responsible for damaged and/or missing pieces of the kit.

### **Library's Right**

The Library reserves the right to take an item out of circulation temporarily to use for Library purposes (workshops, classes, or other programs), or to repair a damaged item.

### **Loan Periods:**

- All Beyond Books Items have a one (1) week check-out period, and may be renewed per for the Library's general policies.
- Items will not be renewed if another patron has placed a hold on it.
- Some items may be for use in the library only, or may have other restrictions.
- The Library does not charge fines *except for items* which are priced at \$100 or more will be billed to the borrower immediately after the due date.
- A Library card may be blocked immediately if an item from the Beyond Books Collection becomes overdue.

Approved by: RPL Board of Trustees

Approved Date: **March 16<sup>th</sup>, 2023** (*February 18<sup>th</sup>, 2021, September 15<sup>th</sup>, 2022*)

Review Schedule: Ongoing

Next Review Date: **March 2024**