

# Barneveld Public Library

## LIBRARY USE POLICIES & PRACTICES

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### WHO MAY USE THE LIBRARY:

- The library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, political status, mental, emotional, physical condition, age, sexual orientation, or gender identity. Borrowing privileges of non-residents shall be in accord with the reciprocal borrowing agreements of the Southwest Wisconsin Library System (SWLS).
- The use of the library or its services and resources shall be limited when excessive demands of groups or individuals tend to curtail services to the general public. Such demands may include those made by students, reading or game contestants, and others whose heavy use of staff time, available materials, or space prohibit attention and service to other individuals or groups.
- The use of the Library or its services and resources may be denied for due cause. Such cause may be (but is not limited to) failure to return library materials or to pay penalties, destruction or theft of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Updated Oct 2015

Approved February 29, 1988

### REGISTRATION

- All borrowers must be registered and must have a valid SWLS patron card number to borrow library materials.
- Patrons are asked to complete an application form and present identification to receive a library card. A WI driver's license or state ID is preferred; however, any other official ID or recent non-personal piece of mail (e.g. bills, or bank statement) is acceptable.
- Children must be 5 years of age to be issued a Library card. Applicants 5 to 16 years of age must have a parent or guardian's signed consent before a card can be issued.
- Parents are responsible for material checked out to a child under the age of 18.
- The patron is responsible for all materials checked out on the card.
- Patron registration expires after 2 years. In order to renew their library card, patrons must update contact information, and clear outstanding fines and/or charges.
- Library cards may be used at any SWLS member library.
- Patrons are responsible for informing the library of changes to addresses and phone numbers.
- Patrons who cannot be contacted are blocked from borrowing until contact information is updated.

### LOST OR FORGOTTEN CARDS

- If a patron loses his/her library card, he/she should notify the library immediately so that the use of the lost card can be blocked. At this time the patron may request a replacement.
- All patrons are expected to present their library cards to check out items.

### LOAN PERIODS

- The standard loan period is 2 weeks.
- Materials in the Deal History Room are for use in the library and do not circulate. Special permission may be granted at the discretion of the staff for a limited check out.
- Materials owned by the Barneveld Public Library may be renewed up to 5 times in person, online, or by phone if there is no reserve/hold on them.
- Materials requested from other libraries may have different loan periods and renewal times.

- The director may establish a unique loan period for special collections, materials which are temporarily in great demand, or materials new to the collection.
- Patrons are limited to 10 movies and 10 audio books checked out at one time. There is no limit on the number of other materials a patron can borrow at one time. Limits may be placed on items in high-demand at the Director's discretion.

### **FINES, OVERDUE, AND REPLACEMENT COSTS**

- Each patron is responsible for returning library material on or before the due date.
- There are no fines for overdue materials checked out at the Barneveld Public Library.
- Items checked out at other SWLS member libraries are subject to that library's fines and fees.
- The library attempts to notify patrons of past due items weekly for 4 weeks.
- When materials are overdue by 60 days or more, an invoice is sent for the cost of replacement and will include a \$5 service charge for processing, cataloging, and postage.
- Patrons who have been sent an invoice are blocked from borrowing until materials are returned, replaced, or paid for if lost and/or damaged.

### **LOST OR DAMAGED MATERIAL POLICY**

- Patrons who lose or damage materials beyond reasonable use will be charged the current replacement cost as determined by the director, but not less than \$5, plus a \$5 processing fee.
- Items requested from another library are subject to the lending library's damage charges.
- A replacement copy may be accepted in lieu of fee payment, at the discretion of the director and must be pre-approved.
- A patron who returns a 'lost and paid for' item in good condition within twelve months from the date of payment will be entitled to a refund, at the discretion of the Director. The full charges for the item shall be refunded except for the \$5 handling fee. There will be no refund after twelve months from the date of payment.

### **THEFT & MUTILATION OF MATERIALS**

The library's policy is in accordance with Wisconsin State Statute 943.61. All library materials must be properly checked out to an eligible borrower before they can be removed from the library. Deliberate removal or attempted removal of library materials from the premises without their being checked out is considered theft.

The library reserves the right to conduct an inspection for materials that have not been checked out. It is the policy of the Barneveld Public Library to detain persons suspected of attempted or successful unauthorized removal of library materials from the premises, and to call police when the intent to steal can be established. Removal or attempted removal of library labels or security tags or mutilation of library materials may be proof of intent to steal. Persistent failure to return materials to the library may also constitute theft of library materials.

### **PATRON RESPONSIBILITY, BEHAVIOR AND CONDUCT**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her rights and the rights and privileges of other patrons. The library seeks to maintain a quiet, welcoming atmosphere. To achieve this goal, the library must protect the rights of individuals who are in the library to use library materials and/or services, protect the rights of staff members to conduct library business without disruption, and preserve and protect library materials and facilities. Therefore, the following rules of behavior have been established to create a library atmosphere that promotes the library's goal:

- **Legal Use:** All applicable federal, state and local laws and ordinances shall be obeyed including, but not limited to, those pertaining to pornography, selling of controlled substances, and gambling.
- **Theft & Vandalism:** Library materials shall be properly checked out before removal from the premises. Library facilities, equipment, and materials shall be handled with care.
- **Behavior** that interferes with the peaceful and orderly management of the library may result in expulsion from the library. Quiet, non-disruptive behavior is expected from all library patrons, including children.
- **Photography** Permission must be granted by the library staff for the use of photographic equipment such as cameras or video cameras inside the building. Photographing patrons is not permitted without their prior approval.
- **Sleeping** is not permitted in the library.
- **Soliciting** staff or patrons is not permitted.
- **Denial of Library Services & Privileges:** A patron's library borrowing privileges may be suspended in all SWLS member libraries for reasons including excessive overdue, lost, or damaged materials.
- **Removal:** Patrons who do not comply with Library policies may be asked to leave and/or may be denied access to the building. Those who are unwilling to leave, or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be removed by law enforcement.

#### CELL PHONE AND PAGER USE IN THE LIBRARY

Library visitors are asked to turn off the ringer or other audible signals of cell phones and pagers while in the library. When making or receiving calls, patrons should use a voice level that is not disruptive to others. If the cell phone use becomes disruptive, the staff will ask the user to move to the entryway or go outside. Refusal to comply with this policy may result in expulsion from the library.

#### UNATTENDED CHILD POLICY

Children age 7 and under must be accompanied by a parent or designated responsible person while in the library. The parent/responsible person must remain in the library and attentive to the child throughout the visit, including library-led programs. Staff cannot monitor the whereabouts or behavior of, or assume the responsibility for a child's care while they use the library.

Revised Oct., 2015  
Approved June, 2011

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