

River Falls Public Library Circulation Policy

Approved by River Falls Public Library Board of Trustees
Approved 12/4/2018

LOAN PERIODS/RENEWALS/FINES

Material	Check-out Period	Renewals Available (see * and ** below)	Daily Fines
Books	3 weeks	Yes, twice	\$0.10
DVDs	1 week	Yes, once	\$0.50
DVDs (TV series 7+ hours)	2 weeks	Yes, once	\$0.50
Audio books	3 weeks	Yes, twice	\$0.10
Books & Puppets	3 weeks	Yes, twice	\$0.10
Music CDs	3 weeks	Yes, twice	\$0.10
Video Games (Wii)	1 week	Yes, once	\$1.00
Software	3 weeks	Yes, twice	\$0.10
Magazines	1 week	Yes, twice	\$0.10
Pamphlets	1 week	Yes, twice	\$0.10
History Room Materials	1 week	Yes, twice	\$0.10
Book Club Kits	8 weeks	No, call	\$1.00
Blood Pressure Kits	2 weeks	No, call	\$1.00
Equipment*	2 days	No, call	\$1.00

*Except for the Wifi hotspots, equipment cannot be placed on hold through the online catalog. If you wish to extend the loan period for equipment, please ask a staff member at the Reference Desk when you make a reservation or check-out equipment.

**Materials that have been reserved (placed on hold) by someone else may not be renewed.

RETURNING MATERIALS

Book drops are located outside on the Union Street (north) side of the building and on the Parking Lot side, as well as inside the library. Materials returned overnight or during holidays when the library is closed are backdated to the date the library was last open.

Equipment and other large items, such as book club kits, big books or storytime kits, must be returned inside the library.

You can return your River Falls Public Library materials to any MORE library and you can return your MORE library materials to our River Falls library.

PAYING FINES

You can pay your fines with cash or check in person at the library. If you would like to pay with a credit card, please login to your account on the MORE Online Catalog. If your fines or fees are over \$10.00, you will not be able to check out or renew library materials.

LOST OR DAMAGED MATERIALS

The library charges \$2.00 for slight damage and 100% replacement cost for materials that are lost or destroyed that are still in print. A minimum of \$10.00 will be charged for materials that are out of print. We do not accept replacement copies for lost or damaged materials.

Other MORE libraries may have different lost/damaged materials policies. Patrons must contact owning libraries in regard to lost/damaged items not belonging to River Falls.

HOW TO RENEW

You can renew items (extend the items' due date) from your list of items currently checked out up to two times (see list above) if no one else is waiting for the items.

You can renew your materials by calling the library at 715-425-0905 during open hours, or by logging into your library account using the MORE Online Catalog website).

Fines will accrue if materials are renewed online after midnight on the due date.

MORE Online Catalog

You access your records (and the entire MORE catalog of resources from the River Falls Public Library website; login to "My Account."

If you would like to renew all items that you have checked out, select "Renew All." To renew selected items, check the box in the "Renew" column next to the items you'd like to renew, then select "Renew Marked."

If an item can't be renewed, you will see one of the following messages:

- RENEW NOT ALLOWED - Renewals are not allowed on this item
- TOO SOON TO RENEW - Generally, for items checked out for 3 weeks, renewals are allowed 10 days after the original check-out date. For 1 week items, renewals are allowed after 3 days, and for 2 week items, after 7 days.
- TOO MANY RENEWALS - The item is not eligible for any more renewals. Typically, two renewals are allowed.
- ON HOLD - Another patron has a hold on the item, so it is not eligible for renewal

HOLDS & CHANGES TO SERVICE WITHIN THE MORE SYSTEM, (2018-2019)

Q: What, specifically, is changing?

A: River Falls Public Library loan periods and fines will now apply to any materials you check out in River Falls. (Any materials you check out at another MORE library will follow that library's rules.) In May of 2018, we switched to local priority for holds. This means that items will first be used to fill holds at the library that owns the item, before items will fill holds at other libraries.

Q: Why are libraries making these changes?

A: It is expected that these changes will improve service to library patrons.

Q: How will this affect me?

A: You won't need to do anything differently. You might notice these changes: our loan periods and fines will now apply to any materials you check out in River Falls and any materials you check out from another MORE library will follow that library's rules. You also won't be able to see your place in line on a hold.

Q: Will this change how I use or access my personal information?

A: No. We'll use the contact information you've chosen to let you know when your library materials are ready to pick up.

HOW TO FREEZE HOLDS

For items you have requested, you can wait to receive the item while keeping your place in line by "freezing" the hold after your login to your account on the MORE Online Catalog. Check the box in the "Freeze" column next to the item and then select "Update List." When you are ready to receive the item, remove the check mark and again select "Update List." You will not be able to freeze a hold if it is already in transit to you.

HOW TO REQUEST AN INTER-LIBRARY LOAN (ILL)

If you want to check-out something that is not held in any of the MORE libraries, you may be able to request an ILL. Inter-library loans (ILLs) will come from a library outside of the MORE library consortium, first from a Wisconsin library before coming from out-of-state location, even if it's in a library just across the border in Minnesota. Inter-library loans usually take 2-6 weeks to arrive. Check out periods might be shorter and must be renewed by our inter-library loan staff. Inter-library loans picked up at the River Falls Public Library must also be returned to River Falls Public Library.

To request an ILL, please stop by or call the library.

Call the library

Call us at 715-425-0905 during library hours. We are happy to help you with any library account questions.