



### **Circulation Services**

The Lomira QuadGraphics Community Library (LQGL) encourages the community of Lomira to use our Library's resources. The Library is a member of the Monarch Library System and participates in the Monarch shared catalog consortium that offers access to multiple library collections in Dodge, Ozaukee, Sheboygan, and Washington counties.

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.

The Library believes that individuals have the freedom and responsibility to choose their own materials; it is the right and obligation of parents, legal guardians or caregivers to develop, interpret and maintain values in their family and to monitor the materials accessed by their children.

#### **Library cards:**

- The Lomira QuadGraphics Community Library primarily serves patrons residing in Lomira. Persons whose residence is in Ozaukee, Sheboygan, Dodge and Washington counties are served through our Library's membership in the Monarch Library System. Before a card is issued, a patron must provide valid proof of residency.
- Anyone borrowing items from the Library must use a borrower's card issued by a library participating in the Monarch Library System (a Monarch card). Patrons are responsible for any transactions on the card and should inform the Library about any changes in address, phone number, email address, or if the card should be lost or stolen.
- To ensure best service, a card should be presented to check out materials, to use the public internet stations, and for all other library transactions.
- The library requires that a parent or legal guardian must sign the registration application for children under the age of 18. They are responsible for fees or charges incurred by their children.
- A \$3 fee is charged to replace a lost or damaged library card. A new card will not be issued if the cardholder has outstanding charges over \$5 on his/her previous card until those matters are resolved. The replacement fee is not charged in cases of normal wear of barcodes or cards.
- Extenuating circumstances will be dealt with at the discretion of the Library Director or his or her designee.

**Loan Periods:**

- A 28 day loan period applies to most library materials. New items circulate for 14 days. DVDs and software circulate for 7 days.
- Reference materials, current issues of magazines, newspapers, items too fragile or cumbersome to easily circulate, and selected special collections do not circulate.
- Items may be renewed twice for the same length of time as the original loan period unless another patron has reserved the item. Interlibrary loan materials cannot be renewed.
- Patrons wishing to use an item that is checked out may place a hold on the item if they have a Monarch card. Patrons are notified via email, phone-call, or text message when the item is available for pickup. If items are not picked up within the 7 day hold period, they will be sent to the next patron on the holds list or returned to circulation.
- Patrons wishing to borrow items not owned by a Monarch consortium member may place interlibrary loan requests provided they have a Monarch card in good standing. Check out periods for interlibrary loan items are determined by the owning library. There are no renewals. If the item is not picked up by its due date, it will be returned to the owning library.
- Patrons may return most items at all Monarch consortium libraries including in the exterior bookdrop near the Library entrance.

**Charges:**

- It is the patron's responsibility to keep his/her account current in terms of loans, address, phone number, and email address. Patrons may check the status of their account of checkouts, holds and overdues by logging into their account status in the Monarch catalog. Patrons may also phone the Library during the hours the Library is open for this information.
- Late charges are \$0.10 per day per item for books, magazines, audiobooks, puppets, and music CDs. Movies and games are \$1.00 per day. Late charges continue to accrue until an item has been returned, or until an item has been declared lost or nonreturnable.
- Patrons selecting email or texting notifications are sent a courtesy reminder 3 days prior to due dates.
- Patrons selecting email or texting notifications are sent a notice at 10 days indicating overdue items on their account.
- At 60 days overdue the items are considered lost, a final billing notice is mailed, and borrowing privileges are suspended. Mailing costs are added to the patron's record.
- Patron accounts are blocked when unpaid charges total \$5.00.

**Lost or Damaged Materials:**

- Lost or severely damaged items incur a replacement cost that is the list price of the item and an administrative fee of \$5 per item.
- Charges for interlibrary loan items are determined by the lending library. If the charges are not known at the time patron(s) wish to settle their account, a \$50 item replacement and overdue fee is levied, subject to revision based on the lending library's final bill.
- In most cases, patrons may not substitute items or gifts in lieu of payment for lost or damaged materials. Exceptions to this will be made by the Director or his or her designee.

**Special Library Cards:**

- **Business Cards:** Corporate entities (businesses, governmental agencies, or trade organizations) located within the Village of Lomira may register for a LQGL 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 LQGL. The Library reserves the right to withdraw this privilege if repeatedly abused by a patron.
- **Center Cards:** These cards are issued to schools, nursing facilities, and day care centers located within the Village of Lomira. 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 business-related materials owned by LQGL. The Library reserves the right to withdraw this privilege if repeatedly abused by a patron.
- **Teacher Cards:** Educators working at schools in the Village of Lomira, preschools, and homeschool families 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. LQGL reserves the right to limit the quantity of material checked out on a given subject. Teacher cards can only be used for curriculum-related materials, not for personal reading or viewing interests. The Library reserves the right to withdraw this privilege if repeatedly abused by a patron.