

Lester Public Library of Rome  
Circulation Policy

Library cards are available for free to Wisconsin residents. As a member of the South Central Library System, the Lester Public Library of Rome will serve all residents of our library system, as well as others who may reside in other library systems. **In order to check out library materials, library patrons must present their library card.**

The preferred ID for a library card is a driver's license or a Wisconsin State ID. If the driver's license or state ID do not show a current home address, another form of identification will be required in addition to the driver's license or state ID. The applicants must provide proof of residency at the time of registering. A PO Box will not be accepted as a residential address. Acceptable documents for proof of residence include:

1. A current and valid Wisconsin driver's license with current address, plus one of the following items if the address is not current.
  - a. Hunting or fishing license
  - b. Current property tax/lease bill
  - c. Personal check
  - d. Utility bill
  - e. Mail at current address; postmarked within 30 days

Library cards issued to children under the age of 17 need a parent or legal guardian's signature. The parent or legal guardian ID/proof of residence will serve as proof of residence for youth under the age of 17. The parent or legal guardian must accompany the youth applying for a library card and they are required to co-sign the application. Children residing in two households will be issued one card where their primary residence is, stated by the parent or legal guardian. The parent or guardian signing the card must be free of delinquencies. Should the parent or legal guardian have an account with the library which is delinquent, the minor child will not be issued a library card until the parent or legal guardian's account status has been remedied. If the parent or legal guardian has an objection to this denial, they may request in writing a review of the decision by the Library Director and Library Board. This decision will be final.

To comply with Wisconsin State Statute 43.30 (1m), library card applicants 16 and 17 years of age need to present a Wisconsin driver's license or Wisconsin State ID with current address at the time of application. Applicants in this age range may also present a current school ID card from a local school along with proof of residence. If they choose, applicants in this range may apply for a library card the same way children under the age of 17 do (see above).

When applicants are able to provide only one acceptable identifying document proving residency, they shall be limited to 3 items per checkout until they can bring in the identifying documents they did not have when applying.

Library cards are valid indefinitely, with a renewal every year to verify patron information. Patrons are responsible for informing the library of any change of address, telephone number, email or parental responsibility for children under the age of 17.

### Replacement Cards

When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address and pay a \$5.00 replacement fee. Please report all stolen cards to the library at 715-325-8990. If a card is presented for checkout before it is reported lost or stolen, the patron is still responsible for all materials checked out on it.

### Due Date Receipts

Due date receipts are printed for all materials checked out at the library. Patrons may also log into the LINKcat catalog to view their account.

### Renewals

Items may be renewed in person, over the phone, or online via the LINKcat catalog up to two times, as long as no one else is waiting for the item. If you are renewing materials on the due date, you must renew them by 11:59 pm that day to avoid overdue charges issued by other SCLS libraries.

### Holds on Items

Items placed on hold via the LINKcat catalog are available for pickup at the library's front desk. Holds may be placed on all library materials in person, by phone, or the online catalog. Patrons need to have a library card in good standing and a pin number. Pin numbers are assigned at the time of application. The Rome library staff does not have access to pin numbers. Patrons who do not know their pin number may come to the library during normal business hours to reset it online through the LINKcat catalog.

When holds become available patrons have the option to be notified by phone, email or text. Notices for holds pick up are sent out once per day. Holds are held for seven days from the date the item is checked in. When a hold is not picked up, it is sent back to the owning library or onto the next patron on the waiting list. The patron may place a new hold on the item but they will go to the bottom of the existing hold list.

When picking up items that are on hold, for the patrons protection, per Wisconsin State Statute, 43.30 (1m), the card in which the item was placed on hold must be presented. This means that when a patron wants to pick up his/her spouse's item, the card on which the item was placed must be presented. The same is true for parents wanting to pick up holds for their children.

### Returning Items

There are several options in which library items may be returned to the library. There is a book return located inside the library which is open during regular business hours. There is an outside book return located in the front of the building which is open 24 hours a day, seven days a week. Items may also be returned to any public library in the South Central Library System. Materials returned in the outside book return before the library opens to the public are considered returned the previous open day.

### Outer library Loan

Materials not available in the library or via LINKcat catalog may be borrowed from another library outside the system. There is no fee for this service. To place an outer library loan, please call the library at 715-325-8990.

### Incomplete Returns

Patrons who accidentally return an item without a DVD, Blu-ray, cd, inserts, travel guides, etc. shall be notified by telephone that the material is missing. Patrons are asked to return the missing piece(s) as soon as possible. Fines will not be charged while the library waits for the piece(s) to be returned. A reminder call will be made, however, after 29 days of waiting for the piece(s) to be returned, the library shall consider the item to be lost and bill the patron for the cost of the item.

### Loan Periods and Fines

The Lester Public Library of Rome is a fine free library. However, fines may be applied to a patrons account due to damaged or lost items, missing materials, or overdue items borrowed from other SCLS libraries. When a patron's card has reached \$20.00 in charges, borrowing privileges will be blocked until the fine has been paid. Fines may be paid in person during regular business hours or via the LINKcat catalog using a credit card.

Patrons who have items that are overdue for longer than 29 days may also be prevented from borrowing more items until those materials have been returned and the fine paid. Patrons with fines will not be allowed to use another individual's library card as a way of avoiding payment of fines.

Type of Item	Limit Per Card	Loan Period
Adult New Fiction	None	14 days
Adult New Non Fiction	None	28 days
Adult Fiction/Non Fiction	None	28 days
Books on CD	None	28 days
Music CD's	None	14 days
DVD/Blu-ray's	10	7 days
Magazines	None	14 days
Children's/YA Books	None	28 days

### Damaged and Lost Items

Minor damages to library items such as ripped covers, torn pages, minor scribbling/writing, etc. that do not affect the enjoyment of the items by other patrons shall be assessed a minimum fee of \$3.00.

Major damage to a library item that renders the item unusable to other patrons, such as liquid damage, animal chewing, warping, broken spines, torn covers and pages, etc., shall be charged the full replacement cost of the damaged item plus a \$5.00 processing fee. The processing fee covers the labor and supply costs necessary to make the item "shelf ready" for patron use.

When a library item has been lost, the borrowing patron shall be held responsible for the item's current replacement value. The library does not accept replacement items as substitution for lost or damaged items in lieu of payment for the item. The library's cost is the actual cost of the item plus a \$5.00 processing fee. Please call the library for specific details or question.

## Library Services Fee Policy

Library Service	Fee Amount
Damaged or removed item barcode	\$3.00
Damaged or removed spine label	\$3.00
New Library card	\$5.00
Damaged or lost magazine	\$6.00
Lost or missing booklet from music cd's	\$5.00
Damaged or lost map from travel book	\$5.00
Damaged or lost DVD, Blu Ray, CD, Playaway case	\$5.00
Damaged or lost bag from kits	\$7.00
Missing pair of 3D glasses	\$3.00
8 ½ x 11 or 8 ½ x 14 black and white photo copy per side	\$.10
11 x 17 black and white photo copy per side	\$.10
Color copies per side- any size sheet	\$.25
Faxing-outgoing	\$1.00 per page for first 5 pages, \$.50 each page thereafter
Faxing-incoming	\$.10 per page
Library Property, fixtures and furnishings	To be determined per item

### Refunds

The library does **NOT** issue refunds for lost library materials.

Revised and Approved by the Library Board on 07/12/2019