

Lester Public Library of Rome
Circulation Policy

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.**

Library cards are valid indefinitely, with a renewal every 4 years 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 16.

Wisconsin Residents (live and/or own land or property) in SCLS Service Area (Adams, Columbia, Dane, Green, Portage, Sauk, and Wood counties)

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 driver's license with current address, plus one of the following items if the address is not current or is not the address of the land/property owned in the region.
 - 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
 - f. Rome Transfer Site pass

Wisconsin Residents Outside SCLS Service Area (all other counties except Milwaukee county)

If you are not a resident of or land/property owner in a SCLS county but are a resident of the state of Wisconsin (with the exception of Milwaukee County residents) you may be able to borrow materials from the Lester Public Library of Rome as part of a reciprocal borrowing program. The same identification process listed in the previous section will be followed to obtain a library card. Borrowing privileges may not extend to electronic content such as databases or eBooks.

Milwaukee County, Out of State, and Temporary Residents

Patrons without a permanent Wisconsin residence may apply for a temporary account and receive a library card. The applicant must show a state-issued ID card, a U.S. passport, or an employer verification letter on company letterhead to receive a card. Temporary cards expire automatically after 6 months. Only physical items from the Lester Public Library of Rome can be checked out on this card. Online access electronic content will not be available as Milwaukee County and other states do not participate in the reciprocal borrowing program in Wisconsin. Access to other systems or libraries may/may not be granted based on the policies of the individual library and system.

Children's Library Cards

Library cards issued to children under the age of 16 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

16. 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 16 do (see above).

Replacement Cards

When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address. The first replacement card is free of charge. Additional replacement cards will cost \$1.00. 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, unless otherwise requested. 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 most 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 patron's 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/or the fine paid. After 60 days overdue, items are considered permanently lost and cannot be returned. At this point a replacement cost for materials will be added to the patron's account. Patrons with fines will not be allowed to use another individual's library card as a way of avoiding payment of fines.

Continued abuse of the fine free library policies, at the library staff's and/or library director's discretion, may result in the suspension of a patron's account. Appeals may be made to the Lester Public Library of Rome Library Board.

Type of Item	Limit Per Card	Loan Period
Adult New Fiction	None	14 days
Adult New Non Fiction	None	14 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, 14 days for TV series
Magazines	None	14 days
Children's/YA Books	None	28 days
Library of "Things"	None	7 days

Damaged and Lost Items

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.

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 current MSRP of the item. Please call the library for specific details or questions.

Library Services Fee Policy

Library Service	Fee Amount
New Library card	First replacement card free, additional card(s) \$1.00 each
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 12/08/2023