

Shell Lake Public Library

Circulation Policy

Purpose

In order to provide equal access to library materials, Shell Lake Public Library sets policies for the length of loan period, renewals, reserves and fines. The library will determine who is eligible to borrow materials and will provide requirements for the return or replacement of such materials.

I. Charging of Materials

- Check for registration-(computer will automatically do this when barcode is wanded in or name typed in)
- Stamp date due

Books: Date Due

1. All books due in 28 days.
2. Interloans
 - Can make emergency request with 1-800-228-5684 (NWLS) or call other library in our system.
 - Record date due two days prior to lending library date due on ILL bookmark. This library will follow any restrictions set by the lending library. Book will sit by the phone until contact is made with patron. After, it should be placed on the reserve shelf. If material is not picked up by date due send back to lending library.
3. Rare or Out-of-Print Books
 - Books no longer in print will not be allowed to go out of the library unless there is more than one copy.
4. Reference Materials
 - Encyclopedias, dictionaries and other informational materials marked "Reference" must be used in the library.

Books: Number Limit

- None for regular adult registered patrons.
- Six (6) for children under the age of 14.

Books: Censorship

- No patron regardless of sex, age, race, or religion will be limited to any part of the library or denied any item they may want to check out. A "Statement of Concern" form can be filled out if the patron wishes to do so. Form is found in file drawer behind front desk.

Cassettes: Date Due

- Due in fourteen days (two weeks)
- No limit for adults.

Periodicals: Date Due

- Due in fourteen days (two weeks)
- No limit for adults.
- Adults: Most recent issue does not check out
- Teen & Children: Most recent issue may be checked out

Audio-Visual Equipment: Security

- This service only available to businesses.
- All audio-visual equipment (projectors, players) must be signed for. (form is in file drawer)
- All equipment must be run before leaving the library to insure it's in working order. Check again upon return.

Digital Camera

Refer to the Digital Camera Policy.

Newspapers:

- Only to be used in library
- Photocopies can be made for 15 cents a page.

II. Return of Materials

- All overdue materials must be returned and fines paid before a patron can check any item out from the library.

Materials: On Time

- Skim briefly for damage. Wash if dirty. Place on cart to be shelved. If a bestseller or current interest, place on promotion shelves by entrance and office doors.

Materials: Over Due

- Interloans are not fined unless the lending library issues a fine or fee. All other materials are fined.
- Computer will compute a five cent (5c) per day fine on most everything except Videos and DVD's which are one dollar (\$1.00) per day. All fines are maxed out at five dollars (\$5.00) on each item.

Materials: Damaged

- Any material defaced in a way that the library cannot put it back on the shelf, must be paid for by the borrower at replacement cost. Replacement cost can be found on the MARC record or at AMAZON.com. If it is not listed, the charge will be determined by the director.
- Turn damaged material in to cataloger who will delete item from our catalog.
- Notify director to possibly replace item.

- Magazines:
- Replacement cost is the price quoted on the cover.
- If it is not listed, the director will determine the charge.

Materials: Lost

Replacement cost can be found on the MARC record or at AMAZON.com. If it is not listed, the charge will be determined by the director. If materials are found and returned within 30 days, a refund may be given.

III. Patronage

Registration: Eligibility

Five years old and up may receive a library card.

Procedure:

1. Patron fills out registration card. Children under 14 years of age need a parent or guardian's signature. A replacement card, if card is lost can be purchased for one dollar (\$1.00).
2. Transfer information from card to computer. Be sure to record if they live in the City of Shell Lake, a Township of Washburn County, a Burnett County resident, etc.
3. Give new patron a flyer on the library and any other promotional items with library hours and services.

Telephone:

-The telephone may be used by patrons, local calls only. Staff must dial number. Inform others of a pay phone across the street by the telephone office.

Reminders:

-Patrons should not rely on the library staff to remind them of overdue materials or fines, as it is costly to mail notices.

-Calls will be made to inform patrons of Interloan materials that have arrived, and reserved materials that are available.

-Notices will be mailed out to patrons with overdue materials and fines when time and funding allows.

IV. Photocopies

-Duplication of many items is legal. Copies cost 15 cents per side. Patron must pay for all copies, even one's they do not like or want. Patron must leave printed items if they cannot pay for them. We will hold their printed items behind the front desk until they can be paid for. Personal paper may be used in printer upon inspection from library staff and at a cost of 15 cents per side.

V. Circulation

-The computer calculates daily calculation of checkouts, etc.

VI. Reserves

-Materials that have been saved for a patron.

-Notify patrons that material is available and that materials will be saved for one week on reserve shelf.

VII. Forms of Acceptable Payment

-Cash, money orders, personal checks or cashier's check.

-Checks are to be made out to the Shell Lake Public Library.

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