



CIRCULATION POLICY

CHECKING OUT

TYPE OF ITEM	CHECKOUT ITEM LIMIT*	LOAN PERIOD	MAY RENEW**
Adult, YA and Children's books	None	28 days	Yes
New Adult Fiction books	None	14 days	Yes
Lucky Day materials	4	14 days	No
DVD and Blu-Ray	None	7 days	Yes
Audiobooks (CD and Playaway)	None	28 days	Yes
Music CDs	None	14 days	Yes
Adult, YA and Children's magazines	None	14 days	Yes
Kits	None	14 days	Yes
Hotspots	1	7 days	No
E-readers	None	28 days	No
Yard Games and Snow Much Fun	None	7 days	No
VR Headsets	1	14 Days	No

*Patrons are limited to a total of 100 items out at a time.

**Items may be renewed twice, as long as they are not on hold for another patron. The system blocks renewals when there are holds or when the patron has used both renewals. When renewals are blocked for either reason, materials should be returned to the library.

- Fines are based on material type and are charged according to the checkout library's fine policy. Waunakee Public Library is fine-free, so any materials checked out in Waunakee will not accrue overdue fines. Items checked out at other libraries may accrue overdue fines. Waunakee only charges for lost or damaged materials.

CARDHOLDER RESPONSIBILITY

You are responsible for all materials borrowed on your card and your child's card. Please report lost cards immediately. If charges on your account are over \$20.00, the self-check will block checkout, and you will need a librarian to assist you. Returning a lost item may reduce the charge on your account if the item is not damaged and if the owning library has not withdrawn it. You are financially responsible for charges to your account and your child's account. We want you to be able to check out materials, and we are happy to work with you to address charges set by our library.

GETTING A LIBRARY CARD

If you are a resident of a county (including Adams, Columbia, Dane, Green, Portage, Sauk and Wood counties) in the South Central Library System (SCLS), Waunakee Public Library will issue you a card that works in all system libraries.

Waunakee Library asks for two forms of identification: **photo I.D.** and **proof of current address**. A driver's license with your current address meets both criteria. If your photo I.D. does not have a current address, Waunakee will accept the following:

- A checkbook with your name and current address pre-printed on it
- A current lease or bill with your name and address on it
- A piece of current mail with your name and current address on it

Cards may be issued to children of any age. Applicants under 16 are required to obtain their parent or guardian's signature on the card application. Children residing in more than one household will be issued one card. All SCLS libraries lend to any patron with a card in good standing from any SCLS library, and the library system only issues one card per person. Waunakee cards have a detachable key fob with a barcode, and the LINKcat app will store barcodes that can be scanned at self-checks. Both features can be used to ease card use for children in more than one household.

Waunakee Library issues all library cards for free. If you have lost your card, you can get a replacement for free by bringing in a photo I.D. For other questions about getting a library card, please ask at one of our desks, email us at waupl@waupl.org, or call us at 608-849-4217.

If you are not a resident of an SCLS county but are a Wisconsin resident*, you may be able to borrow materials from Waunakee Public Library. To borrow materials, you must have a photo I.D. with your current address and a valid library card from your local library.

We will create an account for you and attach one of our patron barcodes to your card.

*Milwaukee County has not signed an agreement with SCLS for exchange of library services. Residents of Milwaukee County are not eligible for an SCLS account.

DUE DATES

You may request receipts at checkout, sign up for advance notice emails of items due, or both. You can also manage your account via our [online catalog](#) or LINKcat app by logging in with your barcode and PIN.

FORGOTTEN OR LOST CARDS

If you forget your card, Waunakee Library will check out materials to you with a photo I.D. or by verifying information on your account. We prefer to have your library card at checkout, and we expect people with lost cards to report and replace them in a timely manner. If your card is used before you have reported it as lost or stolen, you are responsible for the materials checked out on it. To get a free replacement for your card, you will need to present a photo I.D. or otherwise verify account information.

HOLDS

All items on hold for pickup at Waunakee Public Library are on the open holds shelves in the front lobby, near the self-checks. Holds are alphabetized by patrons' last names and are shelved spine label down for privacy. You may request to have your items held in our staff office if that is your preference.

Holds may be placed by using the [online catalog](#) or by speaking to a librarian at the desk or on the phone (608-849-4217).

RENEWALS

Most materials may be renewed twice, unless they are Lucky Day books or on hold for another patron. Renewals may be done by using the [online catalog](#) or by speaking to a librarian in person or on the phone. Items that were overdue already when renewed will stop accruing fines, but will retain fines accrued before they were renewed if they were originally checked out at a library that charges fines.

OUTER-LIBRARY LOAN (OLL)

Some materials that are not available through SCLS may be borrowed from outside the system. To place an OLL, use our [online form](#), or speak to a librarian.

RETURNING ITEMS

Materials checked out from an SCLS library may be returned to any SCLS library. The Waunakee Library has a drive-thru bookdrop that is open 24 hours a day, 7 days a week.

OLLs, e-readers, hot spots, and kits should be returned to a librarian during open hours.

PICKUP WINDOW

The pickup window is located above the drive-thru bookdrop and has a button to press for service. We request you call ahead to set up a pickup appointment to give us time to get your materials ready.

LOST OR DAMAGED ITEMS

An automated system adds a replacement charge to your account for items that are more than 28 days overdue. The library also charges for items that are damaged. Waunakee Library charges the retail list price for lost and damaged items and generally does not accept replacement copies as payment. Buying a replacement must be approved in advance by a manager.

If you return an item that has been set to lost, it will clear the charges to your account if the item was checked out in Waunakee, as long as the item is in good condition and has not been withdrawn by the owning library. It will revert to fines if it was checked out at a library that charges fines, as long as the item is in good condition and has not been withdrawn by the owning library. If you pay for a lost item belonging to Waunakee Library, you are eligible for a refund if the item is returned within 6 months and is in good condition. If you pay for an item belonging to another library, refunds are subject to the owning library's policy.

Patrons who are charged for damaged items belonging to Waunakee may keep them after payment, unless the item was discarded because it was damaged by mold or other hazardous substances. Damaged items awaiting payment will be kept on our problem item shelf for 6 months before being discarded, unless we know the patron's wishes before that.

When part of an item is missing or damaged, the library makes the following charges:

1. Book cover \$2.00
2. Individual audiobook CD \$10.00
3. Individual TV series DVD \$10.00
4. Audiobook case \$10.00
5. Playaway case \$6.00
6. Playaway View case \$6.00
7. DVD/CD booklets \$1.00
8. DVD/CD cases \$1.00
9. Launchpad wall adaptor \$10.00
10. Launchpad USB cord \$7.00
11. Launchpad case \$13.00
12. E-reader USB cord \$6.00
13. E-reader wall adaptor \$10.00

Approved by the Library Board on January 17, 2020

Amended on December 15, 2023