

## WAUNAKEE PUBLIC LIBRARY CIRCULATION POLICIES

### 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 books	2	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
Storyboxes, Backpacks, Launchpads and Daycare kits	None	14 days	Yes
Hotspots	None	7 days	No
E-readers	None	28 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. Most Waunakee materials accrue a \$.05 fine per day, with the following exceptions:

- Lucky Day, E-readers and Launchpads \$.25 per day
- Video, OLLs and Hotspots \$.50 per day

Senior citizens do not pay fines at Waunakee Public Library but are still subject to lost and damaged charges.

## CARDHOLDER RESPONSIBILITY

You are responsible for all materials borrowed on your card and your child's card. Please report lost cards immediately. If there are lost charges on your account, or if the fines on your account are over \$20.00, your borrowing privileges will be blocked. 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a lost item may reduce the charge on your account if the item is not damaged and if the owning library has not withdrawn it.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.

## 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 can be used in all system libraries.

Waunakee 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 18 are required to obtain their parent or guardian's signature on the card application. Children residing in two households 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.

The first card issued by Waunakee Public Library is free. Replacement cards cost \$1.00. The library waives this fee if the replacement card is for an expired account. For other questions about getting a library card, please ask at one of our desks, email us at [waupl@waupl.org](mailto:waupl@waupl.org), or call us at 608-849-4217.

If you are not a resident of a 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 a SCLS account.

## DUE DATES

You may request receipts at checkout, advance notice emails of items due, or both. You can also manage your account via our [online catalog](#), 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 replace your card, you will need to present a photo I.D., and there is a \$1.00 charge.

## **HOLDS**

All items on hold for pickup at Waunakee Public Library are on the open holds shelves near the adult circulation desk. Holds are alphabetized by patrons' last names and are shelved spine label down to ensure privacy. You may request to have your items held behind the circulation desk 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). Lucky Day materials may not be held or renewed.

## **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 at the desk or on the phone. Items that were overdue already when renewed will stop accruing fines, but will retain fines accrued before they were renewed.

## **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 outdoor bookdrops that are open 24 hours a day, 7 days a week. Materials returned in the bookdrop before the library opens in the morning are backdated upon checkin to the previous day's date.

OLLs, e-readers, backpacks, storyboxes and daycare kits should be returned at the desk during open hours.

## **LOST OR DAMAGED ITEMS**

A replacement charge will be added to your account for items that are more than 28 days overdue and for items that are damaged. Waunakee Library charges the full list price of lost and damaged items and does not accept replacement copies as payment.

If you return an item that has been set to lost, the charges to your account will revert to 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. You will still be responsible for fines on that item.

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 \$5.00
2. Individual audiobook CD \$10.00
3. Audiobook case \$10.00
4. Playaway case \$6.00
5. Playaway View case \$6.00
6. DVD/CD booklets \$2.00
7. DVD/CD cases \$2.00
8. Launchpad wall adaptor \$10.00
9. Launchpad USB cord \$7.00
10. Launchpad case \$13.00
11. E-reader USB cord \$6.00
12. E-reader wall adaptor \$10.00