

Presque Isle Community Library	
Title:	Circulation Policy
Original Adoption Date:	August 09, 2016
Suggested Review Cycle:	3 years
Revision Date(s):	May 13, 2025

- 1) Purpose: To define policies for the check-out and circulation of materials at the Presque Isle Community Library
- 2) Policy: A primary function of any public library is to allow library users to check out library materials for a defined period of time. Policies surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure access to and the integrity of the collection. These policies should also attempt to fairly balance the needs of the user with the needs of the library staff. They should be as "user-friendly" as possible, without sacrificing library organization and efficiency.
 - a) The Presque Isle Community Library Board of Trustees has established an open access policy for the circulation of all library materials. Anyone with a valid library card may check out whatever he/she wants, regardless of age, format, and/or level of materials selected.
 - b) All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director that is disputed may be taken to the Library Board. Decisions made by the Library Board are final.
- 3) Library Cards: Individuals wishing to check out materials from the Presque Isle Community Library must have a valid library card. Library cards owned from any Northern Waters Library Network (NWLN) Library are accepted. A free card is issued to residents of Wisconsin.
 - a) Applicants must present identification such as a driver's license, state ID or student ID. The person whose signature is on the card application is responsible for all materials borrowed from the library. In order for children under 14 to get a library card, they must be accompanied by a parent or another adult willing to take financial responsibility for materials checked out in the child's name. The parent or guardian's driver's license or valid id will be required.
 - b) A Presque Isle Community Library card can be used at any library in the Northern Waters Library Service area belonging to the Northern Waters Library Network. Summer residents may own a library card.
 - c) There is no limit on the number of materials which can be checked out at any one time. Any reasonable total number will be allowed.
- 4) Loan Periods:
 - a) Books (including new books), TV series DVDs and audio books --- 3 weeks
 - b) Magazines and DVDs --- 1 week
 - c) Materials received from other Northern Waters Library Network libraries, follow the loan rule of the Presque Isle Community Library.
 - d) Mobile WiFi Hotspots (portable routers) - 2 weeks. User Agreement must be signed prior to use
 - e) "Library of Things" items - 2 weeks
 - f) All items are due by closing time on the due date.

- 5) Renewal: Renewals can be made in person, on the phone, or through the library's web page: www.presqueislelibrary.org or <https://merlin.nwls.lib.wi.us/>.
 - a) All items belonging to any of the Northern Waters Library Network libraries can be renewed twice, unless someone else has a hold on the item.
 - b) WISCAT item renewals have a special procedure that must go through the director or the WISCAT staff person.
- 6) Holds: Holds can be placed on all circulating material belonging to the Presque Isle Community Library and members of the library consortium.
 - a) Holds can be placed in person, on the phone, or online.
 - b) There is a limit of ten (10) items placed on hold at a time per patron.
 - c) Patrons will be notified by phone or email when reserved items have arrived. Reserved items will be held for ten days.
- 7) Inter-library Loans: Wisconsin residents may request materials from other libraries using inter-library loan for items that are not available within the NWLN.
- 8) Privacy: Presque Isle Community Library does not give out information from a patron's account to anyone without a court order or patron's consent. Patrons' rights to privacy concerning what they read and view are protected by the following Wisconsin Statute: 43:30 Public Library Records. All staff and volunteers must sign a Confidentiality Statement.
- 9) Patron Responsibilities
 - a) Library Cards: A library card must be owned to check out materials. If patron does not have their card available, and there is proof of identity, materials can be checked out.
 - b) Lost/Stolen Library Cards: The patron is responsible for notifying the library if their card is lost or stolen. A new card may be issued canceling out the lost or stolen card.
 - c) Change of Address Notification: Patrons are asked to notify the library with changes of address or phone numbers.
 - d) Overdue/Lost/Damaged Materials: Patrons are expected to return materials on time and in good condition or promptly pay fees or fines incurred.
 - e) Fines and Liabilities:
 - i) Hotspots NOT returned within 7 days will be shut down, making the device unusable. Patron may be charged a replacement fee for the device. See Lending Agreement for replacement costs and further information.
 - ii) Materials that include more than one piece will be billed according to how it can be replaced. For example, a book on CD would likely be billed for the entire set unless a replacement for just one CD was available.
 - f) Overdue notices will be sent out when materials are one-week past due date, and two weeks past due date. At four weeks past the due date, the patron will be billed for the overdue items. If patron has an outstanding bill, they will not be able to check out item(s) until bill is paid or item(s) are returned.
 - g) Lost or Damaged Items:
 - i) A market price replacement fee plus \$2.00 processing fee will be charged for items that are lost or not returned.
 - ii) Fees for damaged materials will be determined at the discretion of the Library Director on a case by case basis. Some examples include books and other items that are wet, torn, dirty, weather-damaged or smelly.

- h) Library of Things
 - i) The Library of Things is a collection of non-traditional items. Patrons who borrow a “Thing” agree to abide by the Presque Isle Community Library’s Library of Things lending guidelines below.
 - ii) Scope of Collection
 - (1) The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive, as the Library is limited by a finite amount of funds and storage space for these items. The Library of Things may include, but are not limited to:
 - (a) Children's Learning Kits
 - (b) Crafting Kits and Tools
 - (c) Puzzles and Games
 - (d) Sports Equipment
 - (e) Tools and other Home Materials
 - (f) Audiovisual Equipment
 - (g) Technology (Laptop, Hotspots, etc)
 - iii) Selection of Materials
 - (1) The Library staff will select materials for the Library of Things based on the needs and interests of Library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selection criteria as for other materials. Not all Library materials may be suitable for all members of the community. Responsibility for a child’s use of Library materials, regardless of format or content, lies with the parent or guardian, not with the Library.
 - (2) All Library patrons are required to check out and return Library of Things items to the Circulation Desk. The Book Drop should not be used to return Things.
 - (3) The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.
 - iv) Library of Things Guidelines for Borrowing and Use
 - (1) A valid NWLS Library card, with no outstanding fees, is required to borrow a Thing.
 - v) Loan Periods and Fees
 - (1) In most cases, a Thing may be borrowed for 2-week intervals and renewed up to 2 times unless another borrower is waiting. Some special items that are more costly (such as: telescope, AV equipment, tools, laptops, mobile devices, etc.) will be lent for shorter periods of time, in most cases, for up to 1 week, with no renewals. Special items may be checked out to persons 18 years of age and older, or with parent signature if under 18. The Library reserves the right to change borrowing periods for any Thing at any time.
 - vi) Proper Use and Liability
 - (1) Please use care when handling the Thing you have borrowed. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A list of replacement costs of Things is maintained by the Library and is available upon request. The Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower’s. Staff will inspect Things upon return. Borrowers are expected to return the Thing with all parts and components in the original condition and in the original Library container to the Circulation Desk. Patrons will be financially responsible for any damage to a Thing while in their possession.

The Presque Isle Community Library Mobile Hotspot Lending Agreement

Guidelines for Borrowing

- Patrons must be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk.
- A valid Presque Isle Community Library account AND a valid photo identification must be presented at the time of checkout.
- Patrons must be in good standing with the library, with current contact information on file.
- Hotspot devices may be checked out for 14 days with no renewals.
- You may check out one device per person and per household at any time.
- Funding for these devices is supported by the Emergency Connectivity Fund Program which stipulates that patrons certify their lack of access. The library is required to maintain records to show the usage of these devices for reporting and audit purposes, but will not include a patron's personal information in those records. **By obtaining a device, you are confirming you do not have access to sufficient equipment or services to meet your educational needs as stated in the Library's Acceptable Use Policy.**

Returns and Liability

- If the hotspot is not returned within 7 days of the due date, the library will shut down the connection, which will make the device unusable. I understand that I will pay the replacement fee for the device, and all associated costs.
- If I encounter any problem with the Hotspot, I will return it and all its component parts to the library immediately and inform library staff of the problems I encountered.
- I will not attempt to alter the hotspot in any way.
- The device should be kept in a temperature-controlled environment: DO NOT leave it in your car.
- The patron is responsible for costs associated with loss, theft, or damage of the electronic device and/or peripherals.
- Abuse of the mobile hotspot program will result in a loss of borrowing privileges.

Electronic Device Replacement Costs

Mobile Hotspot	–	\$100
USB Wall Charger	–	\$10
USB-C Charging Cable	–	\$15
Storage Case	–	\$10

I agree to abide by the Mobile Hotspot Lending Guidelines as stated, above, and pay any overdue fines. I agree to pay full replacement costs should the electronic device be lost, stolen, or damaged. I understand that abuse of the electronic device program may result in the loss of my borrowing privileges. I have read this entire document and my signature below indicates my agreement to the terms and conditions outlined above.

Library card # _____

Print Patron's Name: _____

Patron's Signature: _____

Date: _____

Library Staff Signature: _____

Date: _____

Library of Things Loan Agreement

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out material from the Library of Things Collection.

I agree to accept full responsibility for the material while it is checked out to me.

I accept full financial liability for the material and accessories while in my possession.

I accept that the Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.

I agree to pay all costs (including full replacement cost) associated with damage to, loss of, or theft of the material and accessories while it is checked out to me.

I agree to the loan period set for the Thing borrowed and I agree to return the Thing to a staff member inside the Library (not in the Book Drop).

Patron Name:

Print _____

Signature _____

Patron Address: _____

Item Borrowed: _____

Borrowing Period: _____

Staff use only:

Patron Library Card Number: _____

Replacement Value of Item: _____

License checked against patron record? Yes or No

Staff Initials: _____