

## **West Allis Public Library**

### **Circulation of Library Materials Policy**

#### **Purpose**

To describe the policies of West Allis Public Library governing the circulation of library materials and obtaining a library card. The West Allis Public Library is a member of the Milwaukee County Federated Library System (MCFLS); other libraries in MCFLS may have somewhat different policies.

This policy applies to all Library staff, City of West Allis departments, boards, commissions, and the general public.

Special circumstances may warrant assessment of the policy by the Library Director or their designee and allow for a discretionary decision.

The West Allis Public Library will comply with Wisconsin State Statute 43.30 regarding the confidentiality of public library use records.

#### **Registering for a library card**

As a member of MCFLS, any Milwaukee County Resident may apply for a library card at the West Allis Public Library.

#### **New Borrowers**

##### **Adult**

New adult borrowers must provide two forms of identification: one with legal name and the second with a legal name and current address. New borrowers ages 15 to 17 years old may register as an adult with two forms of identification (one with legal name and the second with name and current address). Alternately, a parent or guardian may cosign the application and provide two forms of identification.

##### **Children**

Children must be able to write their first and last name and must be accompanied by a parent or legal guardian who must provide two forms of identification (one with legal name and the second with legal name and current Milwaukee County address).

#### **Card Renewal**

Library cards must be renewed every two years. One form of identification with legal name and current address is required. Cards may be renewed in person, or online.

#### **Replacement Cards**

If a library card is lost, borrowers may replace it for \$1. To obtain a replacement card a borrower must provide identification with a legal name and current address.

### Using another Patron's Library Card

Library cards are for the cardholder's use only. A cardholder must be present at checkout when their card is used, this includes parents using their child's card. Under some circumstances, if permission is on file, a person may use another patron's library card for picking up holds only.

### Forgotten Cards

A library card is required to check out library materials. If a patron does not have their card, library staff will allow two courtesy lookups using a valid form of identification. After two courtesy lookups, a patron will need to purchase a replacement card.

### Loan Periods and Fines

When borrowing library material, the borrower accepts full responsibility for its return in good condition, on or before the due date.

Material Type	Loan Period	Grace Period*	Fine
Books – including New Books	3 weeks	3 days	\$.10 per day
Popular Picks Fiction**	3 weeks	3 days	\$.10 per day
Popular Picks Non-fiction**	3 weeks	3 days	\$.10 per day
Pamphlets	3 weeks	3 days	\$.10 per day
Encyclopedias – circulating	3 weeks	3 days	\$.10 per day
Audiobooks	3 weeks	3 days	\$.10 per day
CDs	3 weeks	3 days	\$.10 per day
Magazines	1 week	3 days	\$.10 per day
DVDs	1 week	3 days	\$.10 per day
Pamphlets	3 weeks	3 days	\$.10 per day
Museum Passes**	3 days	No grace period	\$10.00 per day
Laptops**	4 hours	No grace period	\$1.00 per hour
Portable Blu-Ray Players**	4 hours	No grace period	\$1.00 per hour
Special Collections (including items in high demand)	7 days	3 days	\$.10 per day

\*Items returned within the grace period will not accrue fines, items returned after the grace period will be charged according to the original due date.

\*\*Items are not renewable

### Loan Limits\*

A limited number of items may be checked by library card:

Books – 100 (only 2 copies of the same title at one time)

Magazines – 10

Pamphlets - 20

Encyclopedias – 2 (different letters of the alphabet)

Audiobooks – 10

CDs – 35

DVDs – 30

Special Collections – special restrictions may apply

\*The Library Board reserves the right to establish limits from time to time on the number of items that may be checked out at one time by a patron.

### **Museum Passes**

One pass per household may be checked out at a time, pass must be picked up and returned to the West Allis Library only, borrowers must be 18 years of age or older. Passes are not holdable, renewable, and non-transferable. A pass must be returned for three days before the previous user can check out again.

### **Overdue Fines**

Patrons owing more than \$10.00 in outstanding fines will not be allowed to check out any additional materials, renew materials, or place holds on materials. Patrons owing more than \$50.00 will not be allowed computer access until payment is made. West Allis Library children's and young adult print materials do not incur fines.

### **Holds**

Holds may be placed on all circulating library materials except for Popular Pick books, magazines, pamphlets, museum passes, Blu-Ray Player, and laptops. The maximum number of holds a patron may have on their account at one time is 30. Holds are available at the library's open holds shelf, hold items will be held for 5 days.

### **Renewals**

Most circulating West Allis Public Library materials may be renewed two times. All items may be transferred once. An item may not be renewed or transferred if the item is on hold for another patron.

### **Lost or Damaged Materials**

The retail price, at the time of purchase, will be charged for lost and unreturned West Allis Public Library materials. Patrons may replace lost AV material with an exact copy, suitable for library use (as determined by the Library Director or their designee), in lieu of paying the **default** or retail price. Replacement AV material must be new and in unopened packages. A \$2.00 processing fee will be charged when a patron chooses to replace lost/damaged AV materials with an exact copy. If an item is returned in good condition within one year of the replacement charge being assessed, the replacement charge will be waived, and any overdue fees will be assessed. Charges for damaged library materials will be assessed at the discretion of the Library Director or their designee.

### **Incomplete/Missing Materials**

Patrons who return materials with missing pieces, such as a missing DVD, will be notified by phone and asked to return the missing material within three days. If the missing material is not returned, a bill will be mailed to the patron.

A bill will be sent for unreturned, overdue items and/or damaged and legal proceedings may be instituted if the materials are not returned. A collection billing notice may include overdue items and/or fines of \$100.00 or more.

The library will not hold patrons responsible for items lost or damaged in a fire, a flood, or by theft when documented by a police or insurance report.

### **Refunds for Lost Materials**

The full cost of the material, minus any overdue charges (up to \$5.00 per item) will be refunded if the material is returned in good condition within 90 days of payment.

### **Interlibrary Loans**

The library will make every attempt to secure materials not in its collection through interlibrary loans or make arrangements for patrons to use other library resources through the InfoPass Program. The library also makes every effort to direct patrons to other agencies that can provide information or assistance.

### **Non-traditional Library Cards**

The West Allis Library offers non-traditional cards that provide access to West Allis Library materials. All non-traditional cards are issued for one based on the last day of the month in which the registration occurs.

#### **Business Card**

Businesses located in the City of West Allis may be issued a business card. This card is for use by authorized individuals to borrow business related materials at both the West Allis Library and Milwaukee Central Library.

#### **Organization Card (School/Nursing Home/Day Care)**

Organizations located in the City of West Allis may be issued an organization card. This card is for use by authorized individuals to borrow materials related to the individual organization and not for personal use. West Allis Library materials may only be checked out on this card/

#### **Non-Resident Fee Card**

Fee cards may be issued to patrons who reside outside of Milwaukee County and may be used only at the library where it was issued. The cost of a Fee Card is \$100.00 and may be purchased with cash or check.

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