



Watertown Public Library Circulation Policy

Adopted March 2006

Revised May 2011, February 2012, November 2013, July 2014, February 2015, February 2016, August 2016, January 2017, July 2018

Registration Requirements:

Library cards are issued to individuals who present the proper identification. Proper identification includes one of the following options:

1. For individuals 18 years of age or older:
 - A valid driver's license / state ID with a current address
 - A utility bill, rent receipt, lease or checkbook with a current address **and** a valid driver's license / state ID (even if the address has not been changed yet).
2. **For individuals under the age of 18:**
 - A parent's/legal guardian's valid ID as stated in #1. **Both** parent/legal guardian and minor applicant **must be present** at the time of application.
3. **For Luther Prep or MBU:**
 - A school ID card from their school or college.
4. **In addition to proper ID, the following information must be provided by the individual to qualify for a library card:**
 - Full name, including middle name
 - Street address (even if the individual receives his/her mail at a post office box)
 - Township (if the individual lives outside city limits)
 - Date of birth
 - Signature

Patron Responsibility

- Patrons are responsible for all materials checked out on their cards and for any charges incurred.
- Patrons must notify the library of lost or stolen cards. Items checked out on a card that is not reported lost or stolen are the responsibility of the patron who registered for the card.
- Patrons should notify the library of changes to their address, email address or telephone number. The library is not responsible for undelivered notices if no current information is provided.
- Borrowing privileges will be suspended if an individual has any outstanding account balances over \$10.00
- A library card must be presented to check out.

Reserves

- All circulating items may be reserved with the exception of the Lucky Day collection.
- Reserves will be held for 5 days at the circulation desk. This includes the day the item arrived and days the library is closed.
- Items cannot be reserved for a specific date.

Loan Periods and Fines

- Temporary limits on the number of items, loan periods, and renewals may be set at the library's discretion.
- Overdue fines are not charged for days the library is closed.
- Overdue fines shall not exceed the replacement cost of the item.

Overdue Notices shall be sent out in the following sequence

- A first overdue notice is sent out at 2 weeks overdue.
- A bill for replacement is sent out at 6 weeks overdue.
- Accounts will be turned over to a collection agency when materials are 10 weeks overdue

Claims Returned

When a library patron believes that an item has been returned to the library, he/she may request that the library place a "Claims Returned" on the item by filling out the Claims Returned form. Staff will review the claims returned process when the form is filled out.

Out of State Residents

- Library cards will not be issued to people who live outside of Wisconsin

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Book and AV Drops

- There are 3 drop-boxes outside the library for the return of library materials
- Items returned before the library opens will be considered as returned the previous day

Watertown Public Library Items				
Item Type	Loan Period	Fine Rate	Maximum	Limits
Books	3 weeks	\$.15/day	Cost of the item	No Limit
New Books	2 weeks	\$.15/day	Cost of the item	No Limit
All Children's Books	3 weeks	\$.15/day	Cost of the item	No Limit
Music CD's	2 weeks	\$.15/day	Cost of the item	No Limit
Magazines	2 weeks	\$.15/day	Cost of the item	No Limit
All Audio Books	3 weeks	\$.15/day	Cost of the item	No Limit
Playaways – MP3	3 weeks	\$.15/day	Cost of the item	No Limit
Feature Film DVDs	1 week	\$1.00/day	\$5.00	No Limit
Non-Fiction DVDs and TV Series	2 weeks	\$1.00/day	\$5.00	No Limit
Video Games	1 week	\$2.00/day	Cost of the item	2 Games
Mobile Hotspot	7 days	\$1.00/day	\$25.00	1 per household
Lucky Day – DVD	5 Days (No Grace)	\$1.00/day	\$5.00	2 DVD's per card
Lucky Day – Books	10 Days (No Grace)	\$1.00/day	Cost of the item	2 per card
Microscope	3 weeks	\$.15/day	Cost of the item	1 per household
Screen & Projector	2 days	\$10.00/day	Replacement Cost	No Renewal
Realia (Outdoor Lawn Games, etc.)	2 weeks	\$.15/day	\$25.00	3 Renewals/Must return inside the library
American Girl Doll	2 weeks	\$.15/day	Cost of the item	No Renewal/Must return inside the library
STEM Kits	2 weeks	\$.15/day	Cost of the item	No Renewal/Must return inside the library
Ukulele	3 weeks	\$1.00/day	Cost of the item	3 Renewals/Must return inside the library

***Maximum number of checkouts on a card may not exceed 125 items

There is a three-day grace period past the due date during which no fines are charged. (Does not include the Lucky Day collection) On the fourth day fines will be charged back to the original due date. Other libraries in the consortium may charge other amounts for fines. No Fines on Children's or YA (Teen Materials) checked out on a minor's card. (17 and under)

Renewals

- Three renewals are allowed on library materials unless an item is on hold for another patron.
- Overdue fines on the item(s) should be paid at the time of renewal.
- Renewals extend the loan period of the item for the same amount of time as the original checkout.
- Renewals are from the *date renewed*, not from the original due date.
- The following information is required for each item to be renewed: patron name, due date, title.
- Items may be renewed online at www.watertownpubliclibrary.org, over the phone, or at the library.

Please be aware that renewals must be performed before midnight (according to the library's catalog database clock) on the day the item is due in order to avoid late charges.

Library Courtesy Notices

Below is a list of notices delivered to Watertown Public Library patrons through each notification method. Courtesy notices such as pre-overdue notices and card expiration are only available through email and text.

Notices can be provided in the following combinations: Phone Only, Email Only, Text Only, Phone & Text, Email & Text. Patrons cannot receive phone and email notices.

Phone Notices

Overdue
Hold

Email Notices

Pre-Overdue
Library Card Expiration
Overdue
Hold

Text Notices

Pre-Overdue
Library Card Expiration
Overdue
Hold

Fees and Refunds

- Lost items that have been paid for become the property of the patron. The library does not issue refunds for lost/paid items.
- A nonrefundable processing fee of \$5 is charged per item for all lost and damaged materials.
- A \$25 fee will be added to all accounts turned over to the collection agency.
- There is a \$1.00 fee to replace a lost library card.
- A \$2.00 fee will be charged for each subsequent loss of a library card if it occurs less than a year from the most recent replacement.

Damaged Materials

- Patrons are not allowed to purchase their own replacements without prior library staff approval
- Damaged items are discarded 30 days after patron notification.