

CIRCULATION POLICY

REGISTRATION

The library card is a legal agreement between the Village of Greendale and the borrower. By registering, the borrower agrees to comply with all the rules of Greendale Public Library and the Milwaukee County Federated Library System (MCFLS). All applicants must provide the needed information to complete the Borrower's Application Form. When registering, the borrower must produce valid name and address verification. Juvenile borrowers age seventeen or younger must have their applications signed by a parent or legal guardian.

All patrons will be required to have their library card in their possession when charging out materials, or a photo identification with name and address. When a borrower loses their library card they shall be charged \$1.00.

Residents of Milwaukee County may register for a free MCFLS borrowing card if they qualify.

Non-residents of Milwaukee County may register for a Greendale Public Library borrowing card if they qualify. This card shall cost \$100 per year and allows non-residents access to all the materials and services of the Greendale Public Library but not the materials or services of any other member of MCFLS.

CIRCULATION

The circulation period for library material is three weeks. Exceptions are the latest fiction, some high-demand non-fiction, some media and magazines which circulate for one week. Some new media will circulate for three days. Materials may be renewed for an additional circulation period at the library, by telephone or on line through Milwaukee County Federated Library System if it is not three day material and not on reserve for another patron. Customers may request a six week loan for Greendale three week materials that are not on hold for another customer.

OVERDUES AND FINES

All library materials are due back in the library on the date stamped on the date due sheet. Fines will be levied at rates listed in the appendix to this document.

A service charge may be added if mailed billing is requested or required when overdue material is returned. The library has a three-day grace period on all returned materials except no grace period on material that circulate for three days. To be eligible for service, a library card must be free of all fines and have no materials charged out for a period of greater than six weeks.

The mailing of overdue notices is a practical measure to call attention to overdue material. It is the responsibility of the patron to return materials on the date the material is due.

LOST AND DAMAGED CHARGES

When a borrower loses any library material they shall be charged the replacement price as

listed in the price field in the item record. In establishing those prices, staff will use the prices as listed in the appendix attached to this document.

Receipts shall be issued for all lost and paid for items. If a patron returns an item for which they have paid, there will be no refund.

If it is determined that a patron has damaged library material, the following charges will apply:

Irreparable damage	As if lost
Binding damage	As per current bindery costs
Repairable damage	As determined by the Library Director
Missing material	As determined by the Library Director

RESTRICTIONS

The library reserves the right to restrict certain materials in the following manner:

Restriction because of content

Some materials because of their content will be designated restricted to adult borrowers only.

The Library will attempt to restrict to individuals under the age of 18 access to feature length films rated "R" by the Motion Picture Association of America's Rating System.

Restriction because of theft

Some materials which are threatened by theft will be restricted to use and held in a secure area of the library.

Adopted 01/12/05

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Reviewed 01/10/07

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a

proper showing of good cause has been made in a court of competent jurisdiction.**

4.

*Note: See also ALA POLICY MANUAL 54.16 – CODE OF ETHICS, point #3, “Librarians must protect each user’s right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.”

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library’s officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986,
By the ALA council.

See reverse side for suggested procedures for implementation.

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