



CIRCULATION POLICY

Purpose:

The purpose of this policy is to ensure that all library users have equitable access to the services and materials of the McMillan Memorial Library regardless of age, race, religion, gender, national origin, social or political views, economic status, or any other characteristic.

McMillan Memorial Library is a member of the South Central Library System (SCLS) and its Library Interchange Network (LINKcat). Some provisions of this policy are formulated to comply with requirements of these memberships. The LINKcat Circulation Manual contains specific staff procedures. Participation in SCLS, and its shared LINKcat collection, affords considerable benefits to Wisconsin Rapids area patrons, who have access to the facilities, collections, and services of 54 public libraries.

Registration:

McMillan Memorial Library issues cards to individuals and organizations. Individual cards are issued for a four year period. Special cards may be issued for shorter periods. McMillan Memorial Library cards can be used at all of the SCLS LINKcat public libraries and bookmobiles. McMillan Memorial Library cards may also be used at public libraries with reciprocal borrowing agreements with the SCLS. Individuals may only hold one McMillan Memorial Library card.

All library users must provide contact information and proof of address to register for a library card. Staff will work with patrons whose address is in question.

Children under 14 years of age must obtain their legal guardian's signature on the application to receive a card. Legal guardians are fiscally responsible for the materials borrowed on their child's card. No borrowing restrictions are placed on children once they have obtained their library card.

Lost or Damaged Library Cards:

Library users are responsible for notifying the library in the event of loss or theft of their library card. Accounts are suspended immediately upon the report of a lost or stolen card, which then automatically blocks the use of the card. Staff will work with patrons to reinstate suspended accounts.

The McMillan Memorial Library does not charge for replacement library cards.

Limitations on Borrowing:

In order to receive efficient, accurate, and private service, library users should present their library card each time they check out or renew materials.

Any library user with fees in excess of the library's suspension limit may not check out until the matter is resolved. The McMillan Memorial Library Director, or their designees, will work with patrons on payment plans to restore access to the shared LINKcat collection.

Non-circulating materials must remain within the McMillan Memorial Library and are available for in-library use. These items may include reference materials, current newspapers and magazines, local history materials, and electronic equipment.

Return of Library Materials:

Library materials may be returned to any public library or bookmobile in the South Central Library System. Receipts for returned items will not be given.

Materials returned at McMillan Memorial Library may be deposited in the inside or outside materials drop box.

Requests for SCLS LINKcat Library Materials:

Requests for materials are accepted from registered SCLS library users. Requests may be made in person, by phone or through online access to LINKcat. Patrons are encouraged to use LINKcat to place holds or request help from library staff; there is a limit of 75 holds per patron.

Hold notices indicate a date after which materials will be returned to the shelves or to owning libraries.

To protect the patrons privacy, requests for materials are only provided to the requesting patron or an individual authorized by the patron.

Overdue Materials:

Materials are considered overdue if not received by the date due. Materials returned in the book drop when the library is closed are considered to have been returned on the last open day at the library.

The library does not charge daily fines on items checked out at the McMillan Memorial Library. Library materials that are 29 days overdue will automatically be listed on the library user's account as a lost item. The replacement charge for the lost item will be automatically applied to the library user's account. Fees in excess of \$50.00 will suspend LINKcat borrowing privileges of the library user. The McMillan Memorial Library Director, or their designees, will work with patrons on payment plans to restore access to the shared LINKcat collection.

Library users who believe the overdue material was returned can request a Claims Returned Form be submitted. SCLS allows three Claims Returned Form submissions per patron in a twelve-month period.

Lost or Damaged Materials:

Library users are responsible for all materials and equipment checked out on their library card. Library users are responsible for the replacement cost of any lost, destroyed, or damaged items. Staff will assess such costs on a case by case basis and work with library users to resolve issues. Refunds will be paid on payments for lost McMillan material that is found and returned in acceptable condition within six months of payment.

The library will not accept replacement copies of lost material in lieu of charges.

Confidentiality of Library Records:

McMillan Memorial Library will comply with Wisconsin State Statute 43.30 regarding the confidentiality of public library user records.

Adopted by McMillan Memorial Library Board of Trustees, August 2023.