

CIRCULATION POLICY

PATRON REGISTRATION

- All residents of Wisconsin (excluding Milwaukee County) and all out of state residents owning property in Wisconsin (excluding Milwaukee County) may borrow materials with a valid SHARE consortium library card.
- To apply for a library card, applicants must complete a borrower registration form. Adult applicants are required to show photo identification and proof of residency. Proof of residency can be established by showing a valid driver's license with current address or a business-type document (for example: a bank statement, lease agreement, or utility bill) addressed to the applicant at their current address.
- Applicants must be at least four years old. A parent or legal guardian's signature is required for all children under the age of 18.
- Library cards are issued for a period of 24 months; after which time they must be renewed. There is no charge for the initial card or for a renewal. If a card has been lost, a replacement can be purchased for \$2.
- Library cards will not be renewed for patrons who have fines or charges in excess of \$10.

BORROWING PRIVILEGES

- All borrowers must have a library card and are encouraged to **have it with them to check out library materials**. If a library card is not available, a driver's license or state ID may be used as long as all identifying information matches the library record.
- Most library materials may be renewed for three (3) additional circulation periods prior to or on the due date if there are no holds on the item(s). New Adult Fiction, New Adult Nonfiction, and Wi-Fi hotspots may be renewed for one (1) additional circulation period if there are no holds on the item(s). ILL and Lucky Day items cannot be renewed.
- Renewals may be done in person at the library, by calling the library, or online.
- The library provides a book drop located outside of the library for the convenience of our patrons. The book drop is emptied each business day.
- Outstanding charges for overdue, lost, or damaged materials in excess of **\$10** will result in the suspension of library borrowing privileges until materials have been returned and all fines paid. Parents or legal guardians of minor children (17 years and younger) will be held responsible for children's fines and be restricted accordingly. When fines or charges are paid in full, restrictions will be lifted from all family members. (Union Grove municipal code, section 12.04)

FINE AND FEE SCHEDULE

The Graham Public Library will assess overdue fines for hotspots, non-book items, and interlibrary loan (ILL) materials. All other items will not accrue overdue fines (unless the owning library of the material charges overdue fines). Fines will continue to be assessed for lost items and items returned to the library in an unacceptable condition. Library staff will determine if an item is in acceptable or unacceptable condition.

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| Overdue Fines | Non-book Items: \$1 per day per item ILL items: 25¢ per day per item | Hotspots: \$5.00 per day |
| Lost library card | \$2 per card | |
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| Photocopies & printing | \$.15 per side -black & white | |
| Photocopies & printing | \$.50 per side-color | |
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| Faxes (domestic only, outgoing & incoming) | \$1 per page | Cover sheet is required for faxes and is charged at \$1 |
| Test proctoring | \$10 per exam plus any associated fees | Fees for copying, faxing, printing, etc. will be assessed at the standard rate. Proctored exams must be scheduled in advance with library staff. |
| Damage fees | Determined on an item-by-item basis by the library staff | See replacement policy |
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OVERDUE NOTICES AND BILLS

- Patrons who have overdue materials will receive up to four (4) notices. Patrons are strongly encouraged to receive notices electronically. The first notice will be sent approximately 10 days after the due date and subsequent notices will be sent approximately 10 days apart. It is the responsibility of the patron to ensure that the Graham Public Library has current contact information. The Graham Public Library is not responsible for returned or undeliverable notices regardless of the format.
- Materials that are 30 days overdue will be assumed lost and the patron will be charged for the full replacement cost of the item(s). The patron will receive a notice indicating as such.
- Patrons with materials that are 60 days overdue will be notified. If after five (5) working days the item(s) are not returned, and the unreturned materials exceeds fifty (50) dollars, the bill will be turned over to the Racine County Sheriff's Department for collection under Wisconsin Statute 943.61, Theft of library material.

REPLACEMENT

- Costs for materials that are lost or damaged will be assessed by library staff based on the price as indicated in the item record or other reliable source.
- Charges for lost or damaged materials obtained through interlibrary loan will be assessed by the owning library.
- If lost materials are found after the patron has paid for the item(s), no refunds will be made.
- The Graham Public Library retains ownership of overdue and damaged items. Disposition of library materials is at the sole discretion of the staff.

*Adopted by the Graham Public Library Board of Trustees June 8, 2017
Revised December 8, 2021, March 9, 2022, April 12, 2022, and January 14, 2026*