

## VII. CIRCULATION OF MATERIALS

- A. Registration: All borrowers must be registered. Registered patrons will receive a Northern Waters Library Network card to use with the Drummond Public Library and the Northern Waters Library System of libraries. Using the card to check out all print, audio, video and “Library of Things” devices.
- B. Loan Periods:
  - 1. Three (3) weeks for all print material and audio. Seven (7) days for video. “Library of Things” are subject to each library discretion. Some items are not available to patrons outside of the loaning library. Others may not be available for delivery; arrangements can be made for pick up.
  - 2. Interlibrary loans are due at the same time of our lending rules.
  - 3. Newspapers do not circulate.
  - 4. There are no loan item limits at DPL. The exception is that if you repeatedly abuse overdue rules, you could be subject to item count restrictions.
  - 5. Materials may be renewed by phone, by your online account. The exception is if there is a hold placed on the item, it cannot be renewed. It cannot be renewed more than 2 times, regardless of hold requests.

The DPL director may establish the loan period for special collections, materials and “Library of Things”, which are temporarily in great demand, or materials added to the collection which are in new format, i.e, new releases.

- C. Reserves by patrons may be made either in person, patron online account or over the phone. Patrons will be notified by their preference of contact and will be notified when materials arrive for pick up. Patrons must have one form of contact in place.
- D. Fines and Charges:

At the DPL there is a grace period of 10 days past the due date before materials are considered billed or long due. When the overdue material is returned the account will be cleared. The director will send an email notification, letter, or verbal reminder that there is overdue or near due materials. Excessively overdue, long due, are billed items. They cannot be cleared from your account until the material is returned, replaced, or paid for. The DPL will accept the material replacement of equal value/condition. Not every library has the same rule. The DPL will collect fines for other libraries in the NWLN. Loan privileges will be restored once the account is cleared.
- E. Damaged/Lost Materials: If materials are lost or damaged (beyond use) and can no longer be considered as part of the library collection they must be replaced or paid for replacement. They cannot be cleared from your account until the material is replaced or paid for. The DPL will accept the material replacement of equal value/condition. The replacement at equal condition value is at the discretion of the library director and will decide. The DPL will collect fines for other libraries in the NWLN. Loan privileges will be restored once the account is cleared. Not every library has the same rule.
- F. Theft of Library Materials/Malicious Destruction of all Library Property: If it is determined that a patron has indeed stolen or vandalized library property, the library director may call law enforcement. The library may prosecute anyone who steals or maliciously destroys library property. If a patron is suspected of possible theft the librarian may contact that individual, and if a minor, contact parent or guardian, to discuss the matter. Great care must

be taken not to accuse a patron of theft or vandalism without proof or actual observation the act. The librarian may bring this matter before the board for discussion and/or possible action.

- G. Confidentiality: All records in the DPL regarding registration and circulation of materials provided the library are confidential in nature. Minors have the same rights as adults with regards to confidentiality.

To protect patron privacy, the contents of registration and circulation records shall not be made available to anyone except written order of the library director, such order being issued in compliance with proper legal process, court order or subpoena under the law.

Upon receipt of any process, court order, or subpoena, the person named and/or served shall immediately report to or consult with the library director and the legal counsel of the Town of Drummond to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered defective and not binding upon the DPL and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a DPL patron records which are not specified in the policy statement shall be referred to the library director, who, after study and consultation with the library board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Other library records and information are available under the Wisconsin Open Records Law. The library board has appointed the Director of DPL the legal custodian of records and all requests under open records law will be referred to them.

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