

## Circulation Policy

### Lending Materials

There is no limit on the number of materials that may be checked out by each library member, except for **DVDs**. Five DVDs per family/house may be checked out for a 7-day period.

All Book Materials	21 days
Children's Book & CD Sets	21 days
Audio Books	21 days
Magazines	7 days (back issues only)
DVDs	7 days
Multi-disc DVD sets	14 days

### Extended Lend Periods

Library patrons may be granted extended loan periods for a special need or situation, example, to cover a vacation, illness, or special research project. The library staff will make the determination for each request. School district employees, such as teachers, may be allowed extra lending time to cover class projects or research. In this case, the teacher must have a current library account and will be solely responsible for all library materials checked out. If the library item requested is from another MORE library, this rule does not apply, as the Colfax Public Library does not have the authority to extend check out dates from other libraries. Other individuals qualifying for an extended lending period include nursing home residents, homebound patrons, and other patrons at the discretion of the library staff. New books will not be granted extended lending periods.

### Material Renewal

Materials may be renewed two times in sequence if no other MORE customers have placed a "hold/reserved" on that item.

Library items may be renewed in several ways; by accessing your account online at [www.more.lib.wi.us](http://www.more.lib.wi.us), calling the Telephone Renewal Service (1-866-697-3639), or simply calling the local library and asking for help from the library staff. When renewing items online, patrons will need their library card barcode number. Overdue items may be renewed online, unless the item has a Hold placed on it by another patron.

## **Hold/Reserve On Library Materials**

Patrons have the option of placing a “hold/reserve” on library materials through the MORE system. Reserves are limited to 100 at one time.

Patrons will be notified when their reserved materials have arrived by courier service. Patrons have the choice of the following notification: phone, text, or email. Patrons will be given seven days to pick up their reserved material. After the seventh day, the material will be returned to the owning library.

## **Lost and Damaged Materials**

Any patron who borrows materials from the Colfax Public Library is responsible for returning them in good condition by the due date. When the patron reports a lost or damaged item, that patron will be asked to make restitution to the library by paying for the replacement or restoration in a timely manner. In the case of the patron being a juvenile (under 18 years old), the parents or guardian are responsible for payment for the lost or damaged materials.

The patron is required to pay replacement costs when the materials are beyond repair. However, it is acceptable for a patron to replace a missing/damaged item with that same item (if they are able to find a replacement on their own that is in excellent condition).

Patrons who pay for lost library materials will not be refunded these costs if the items are returned at a later date.

## **Interlibrary Loan (ILL)**

If the library does not own a certain book title or other materials, a patron may request materials through the MORE system, or Wiscat. The period of time for which materials may be borrowed in ILL is determined by the lending library. Interlibrary loan materials through Wiscat will not be renewable as ownership lies with other lending institutions.

Patrons, who abuse the use of ILL by excessive overdue materials, damaged materials, not picking up or not returning materials may be denied the use of ILL.

## **Fines and User Fees**

The library does not charge fines for late items, but patrons may be charged for damaged or lost items, as determined by the owning library.

The following user fees apply:

Photocopies	\$ .10 per page
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Computer printer (laser) \$.10 per page  
Computer printer (color) \$.50 per page

### **Overdue Notification Procedure**

1. The first notice will be sent when the library materials are approximately two weeks overdue. The late materials with the due date will be listed.
2. The second notice will be sent approximately two weeks later with the same information, noted as **second notice**
3. The third notice sent will be a "Statement of Charges" sheet stating the billed total for books not returned and that this matter can and will be turned over to the Colfax Police Department if the materials are not returned by a certain date. According to WI Statue 943.61, not returning library materials is considered theft (all library materials are considered municipal property).