

RACINE PUBLIC LIBRARY

Rules and Regulations Governing Circulation of Materials

Registration

A patron obtains a Racine Public Library (RPL) card by submitting a completed Borrower Registration Form. Any patron who wants to obtain or replace a library card from RPL must provide a valid non-expired government issued identification. There is no charge for the initial card; however, a replacement card costs \$1. RPL accepts the following as valid identification:

- Driver's license issued by a state in the U.S.
- Photo ID issued by a state in the U.S.
- Federally-recognized Tribal ID
- United States Military ID Card
- United States Passport
- Matricula Consular Card issued by Mexico

Expired identification will not be accepted. If the identification does not show current address, additional proof of address showing name and residence address must be provided. RPL accepts the following to show address:

- Checkbook
- Rent receipt
- Postcard sent from RPL
- Utility bill
- Postmarked mail from last 30 days
- Property tax receipt from City of Racine

For patrons who are unable to provide valid identification or proof of residency a library card can be issued that allows only one item checked out on the account at a time. This exception would apply to patrons with valid identification without the correct address and no other identification with the correct address. It would also apply to patrons without a valid identification, but who do have a checkbook, rent receipt, library postcard, utility bill, or postmarked mail showing the correct address. In these cases library staff will put a note in the

patron's account until the missing information is provided.

Patrons through age 15 must have a parent or legal guardian register them to obtain a library card. The parent/guardian must provide valid identification and show proof of address.

Patrons age 16 and 17 may register without parent/guardian signature provided the patron can supply valid official identification and show proof of residency. A parent or legal guardian may also register them to obtain a library account with the parent/guardian providing valid identification and proof of residency.

Non-residents with residency in Milwaukee County or outside of Wisconsin are required to pay a \$50 per year fee to obtain a library card. Teachers of Racine students will have this fee waived by presenting proof that they are working in Racine. Non-residents needing only computer access will have this fee waived.

RPL shall issue a valid library card to the patron whose application has been accepted. RPL reserves the right to deny issuing a library card if the application is incorrect or incomplete, e.g., failure to provide the home address. By submitting the application for registration, and by accepting the valid library card, the applicant agrees to the following:

- Notify RPL when any information given to the RPL has changed, e.g., change of name, address, or phone number.)
- Promptly report to RPL the loss or theft of the library card.
- Assume responsibility for all materials borrowed on the account.
- The library card may be used only by the person whose name is on the card, or in the case of a minor, by the parent/guardian who signed the application. For legally handicapped persons, a special arrangement may be allowed.

RPL reserves the right to cancel the borrowing privileges of any patron who fails to abide by library rules.

RPL will conduct periodic purges of inactive library cards.

Loan Transaction

To borrow library materials, the registered patron presents their library card and the materials to check out at any circulation location. At circulation locations where it is possible to search by patron name, staff can access patron records using valid identification. At circulation locations where it is not possible to search by patron name, no loan of library materials shall be allowed without the patron's valid library card in hand. A loan may be further disallowed if there are outstanding fines or charges in excess of \$5.00 on the borrower's card. A loan is allowed only for those materials designated for public circulation by RPL. All loans are free with the exception of materials classified as Rental. The following loan periods and quantity limits are applicable to loans of library materials:

<u>Type of materials</u>	<u>Loan period</u>	<u>Quantity limits per borrower's card</u>
Audiobooks on compact disc	3 weeks	up to 10
Books - Adult New Fiction	2 weeks	no limit
Books - Nonfiction (restricted to 7 days)	1 week	no limit
Books - Nonfiction/Fiction (unrestricted)	3 weeks	no limit
Books and Compact disc sets	3 weeks	up to 10
CD-ROMs	3 weeks	up to 10
Compact Discs	3 weeks	up to 10
Documents	3 weeks	no limit
DVDs	1 week	up to 10
E-Readers	3 weeks	one
Games	3 weeks	up to 10
Learning Aids	3 weeks	up to 10
Miscellaneous Equipment	1 week	one
Periodicals	1 week	up to 10
Vertical File	1 week	no limit
Playaways	1 week	up to 10

Loan periods on items borrowed from other libraries may vary.

Renewal of loan periods

Loan periods for library materials are extended in a process called “renew.” Renewable items may be checked out again from the date of the renewal. Renewal is allowed up to ten times as long as there are no holds on an item. Items borrowed from other libraries may not be renewable. Fines are assessed for items that are overdue when renewed. The following are available renewal methods:

- At a circulation desk, the registered patron presents their library card. Where it is possible to search by patron name, staff can access patron records using valid identification. When it is not possible to search by patron name or a valid ID is not present, no renewal of library materials shall be allowed without the patron’s library card. Staff may renew when the patron card is blocked.
- To renew by phone to RPL, the patron calls 262-636-9241. No renewal of library materials shall be allowed without the patron’s library card being read to staff. Staff may renew when the patron card is blocked.
- Self-service in the library catalog at www.racinelibrary.info or at a public access computer in RPL. The patrons must provide their library card and pin number. This method may not be available to patrons who are blocked because of fees owed.

Reserves (Holds)

Registered borrowers may reserve library materials by placing a "hold." Holds may be placed using one of the following methods:

- The circulation staff will place holds when the author, title, or item barcode is known by the patron. Where it is possible to search by patron name, staff can access patron records using valid identification. Where it is not possible to search by patron name, no holds for library materials shall be allowed without the patron's valid library card. Staff may place holds when the patron card is blocked.
- The reference staff will place holds in person or by phone 262-636-9217 for all patrons. No holds will be placed by reference staff without a valid library card. Staff may place

holds when the patron card is blocked.

- For self-service in the library catalog at www.racinelibrary.info or at a public access computer in RPL, the patron must provide their library card and pin number. This method may not be available to patrons who are blocked.

Return of borrowed library material

Borrowed library materials must be returned to RPL on or before the due dates. Books and magazines may be returned to any circulation outlet or book return. Audio visual items may be returned to any circulation outlet or book return marked expressly for CDs, and DVDs. Materials that do not fit in a drop box must be returned directly to a circulation desk. Miscellaneous Equipment must be returned to a circulation desk.

Overdue fines

The library board has voted to eliminate all overdue fines on children's materials, and to eliminate overdue fines on adult RPL materials for a period of one year, until March, 2019.

Charges for lost and damaged library materials

In order to replace lost library materials, RPL shall assess the borrower the full replacement cost. In order to repair or replace damaged materials, RPL shall assess the borrower up to the full replacement cost. Patrons who purchase an identical copy in good condition may donate the item and pay \$5.00 for processing to have the charge removed.

Notification Process

The following notification process is used by RPL:

- Two days before an item's due date a reminder notice is emailed or texted.
- One week after the item's due date, a first overdue notice is generated and sent by email, text, phone, or mail.
- Two weeks after the due date, a second overdue notice is generated and sent by email, text or mail.
- One month after the due date, the item is assumed lost and a bill for the replacement of

the item is sent by mail.

- Bills for overdue and damaged items are sent when the balance exceeds \$5.00.

The patron is responsible for any overdue fines when notices are not received or items are not renewable.

Charges for collection agency

Unresolved overdue fines, charges for various damages, and charges for lost library materials resulting in balance amounts of \$25.00 and up which were not resolved within 30 days of billing are eligible to be sent to a collection agency. A \$10.00 collection fee will be assessed to the patron when an unresolved account is sent for collection.

Approved by the Racine Public Library Board October 2009; amended April 17, 2014; amended January 21, 2016; amended June 16, 2016; amended March 17, 2017 for a one-year trial period; amended March 15, 2018 for a one-year trial period