



EAGER  
FREE  
PUBLIC  
LIBRARY

## **Circulation Policy**

The Eager Free Public Library (EFPL) is a member of the Prairie Lakes Library System (PLLS), which serves 23 libraries in Racine, Rock, and Walworth counties. The EFPL is also a member of the SHARE consortium which includes members of PLLS and Kenosha County Library System. The EFPL maintains a Circulation Policy to ensure that all patrons are provided with consistent services and that every patron has clear expectations of their rights.

### **Eligibility:**

#### **1. Residents of the City of Evansville**

Any resident or property owner of the City who has not abused library privileges may obtain a library card.

#### **2. Residents of Rock County outside the city limits**

Township property owners and township residents living outside the city limits who have not abused library privileges may obtain a library card. Furthermore, Rock County residents who have not yet registered with their home library within PLLS may obtain a card with proper identification and proof of address.

#### **3. Residents of Prairie Lakes Library System (PLLS)**

Residents of the PLLS may use their cards at EFPL. Those who have not yet registered with their home library may be issued an EFPL card with proper identification and proof of address.

#### **4. Transient Situations**

Adults and children who are in transient situations, such as shelters or temporary housing, are eligible for a temporary library card. Temporary cards are set to expire in three months. When the card expires, they will be asked to update all information including an address and phone number. For patrons without a permanent address, staff will accept a letter from a shelter or a piece of mail for verification purposes.

#### **5. Others**

Residents from library systems outside of PLLS may be issued a library card with proper identification and proof of address.

### **Registration and Borrowing Privileges**

All borrowers must be registered and have a library card in good standing to borrow library materials. Patrons must fill out an application form to register for a new library card. This can be done at the library, or an online form can be found on the library's website that will issue a temporary card. Library cards are issued to individuals free of charge. When a person applies for a library card, they agree to return all materials by the date due or to pay promptly all fines charged against the card for overdue, damaged, and lost library materials.

Identification is required for card registration. Bring an ID and proof of current address (a mailed bill or another official document) to EFPL when you come in to register. Valid forms of ID include driver's license, state-issued identification card, student identification card, military identification card, child safety card, social service card, and passport.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. A valid government issued photo ID is also acceptable. An individual without a library card or photo ID will be denied the privilege of checking out materials until they present their card at the library.

Eager Free Public Library allows patrons to check out items on other patrons' cards, when the Library Card Use Permission form has been filled out and is on file. However, patrons will not be allowed to utilize this service when their own card has a block due to unreturned materials and/or excessive fines. The card holder will be held responsible for all items charged to his/her card, regardless of who the borrower is.

### **Youth Registration**

A parent or guardian may obtain a library card for their child by providing a valid form of identification and proof of current address and signing the registration form. The parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration. If the parent/guardian indicates that they do not wish their child to have a library card, the card will be made inactive with notation in the child's account.

Patrons are asked to notify the library immediately of an address change, or loss of a card. Library cards will expire and must be renewed every two years.

### **Organizations**

City of Evansville organizations, schools, and local businesses may be issued organizational cards for use by authorized individuals. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. The organization, school, or business assumes responsibility for any library materials checked out on the card. All rights and responsibilities held by individual card holders will be assumed by organizational card holders.

### **Lost/Forgotten Cards**

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. The cost for a replacement card is \$1.00. To replace a lost or stolen card, library staff will require documentation sufficient to establish the person's identity and place of residence.

### **Loan Periods and Renewals**

- Books, audiobooks, magazines, and music CDs circulate for 3 weeks.
- New young adult books, new adult books, and new music CDs circulate for 2 weeks.
- Discovery Kits circulate for 2 weeks.
- DVDs circulate for 1 week with the exception of TV series. These may be checked out for 2 weeks.
- Reference materials do not circulate.
- Interlibrary loans (items obtained from outside the PLLS) are due by the date indicated by the lending library. Patrons must make renewal requests at least 2 days in advance of due date so that the owning library may be contacted.
- There is no limit on the number of materials you may check out.
- Items may be renewed 3 times unless a hold has been placed on the item. Items can be renewed in person, by phone, or online. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed.
- The library reserves the right to limit checkouts at any time.

### **Fines and Charges**

The Eager Free Public Library does not charge fines for overdue items. Patrons will be billed for lost or damaged items. Items received from other SHARE member libraries or through interlibrary loan may still trigger an overdue fine. The maximum fine accrual for a late item is \$5.00.

Patrons who have over \$10.00 in fines or fees will be denied borrowing privileges until those fines are paid for, overdue materials are returned and paid for, and/or lost and/or damaged items are paid for. Patrons who pay for a lost item are not required to pay the late fees accrued for the item. No refunds will be issued if a lost item is found after a replacement cost is paid.

Library material may be returned to any library in Racine, Rock, or Walworth County. To avoid fines, you may renew an item in person, through the SHARE system on a computer, through the SHARE Anywhere app, or by phone on or before the day it is due.

### **Holds**

A patron may reserve material in person, through the SHARE system, through the SHARE Anywhere app, or by telephone. Patrons will be notified by email, automated telephone message, or text message when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### **Theft of Library Materials**

As specified in Wisconsin State Statute 943.61, “Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5).” The EFPL adheres strictly to all sections of this Statute with regard to the theft of library materials.

### **Confidentiality**

As specified in Wisconsin Statutes 43.30, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3).” The EFPL adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.