

# Waterford Public Library Circulation Policy

A valid Waterford Public Library card or SHARE card is necessary to check out materials ~~or~~ and to use the interlibrary loan services. All library card holders have access to all of the Waterford Public Library's materials and services. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians.

## Card Eligibility

Residents of Racine, Kenosha, Rock and Walworth counties are eligible for a card at no cost after presenting current identification and proof of residence. All other county residents can get a library card for free, with the exception of Milwaukee county\*.

A library card entitles the holder to borrow any item in the library's circulating collection and to use other library services, such as interlibrary loan and online databases. However, if a borrower has incurred fees of over \$10 or has other financial obligations to the library, that person may be restricted from borrowing library materials until the fees or other obligations have been cleared.

Any use of a borrower's card by a person other than the one to whom the card was issued, whether authorized or unauthorized, remains the responsibility of the person to whom the card was issued.

Patrons are responsible for notifying the library if a card is lost or stolen as well as if there is a change of address, email, or phone number. Card must be renewed every two years to remain valid.

\*Milwaukee County residents may pay a yearly fee of \$100.00 for a library card from Waterford Public Library.

### *Library Cards for Minors*

A parent or guardian must be present to show current identification and sign the library card application. Parents or guardians are responsible for any fines or fees incurred by their children, and borrowing privileges for parents may also be suspended if a child's card has outstanding fines or fees of \$10.00 or more.

### *Teacher Loan Cards*

Any teacher, media specialist, or school administrator in any public or private K-12 school, preschool, home school, or licensed daycare center living or working within the Library System service area may apply for a Teacher Loan Card. The purpose of these cards is to facilitate easy access to library materials and online databases for teachers, media specialists, and school administrators. Materials circulate to teachers for 6 weeks (with one renewal allowed). If materials are lost or damaged, the individual holding the card will be held responsible.

## Checking Out and Loan Periods

Waterford Public Library is able to accept a patron's valid library card from any SHARE Consortium Library (Racine, Rock, Walworth or Kenosha Counties). Use is subject to the terms and conditions of that

card and Waterford Public Library policies. Patrons are responsible for everything checked out on their cards and any fines or fees incurred.

Books: 3 weeks

New Books: 2 weeks

Lucky Day Collection: 1 week

Magazines: 1 week

DVDs & Blu-Rays: 1 week

Audiobooks & Music CDs: 3 weeks

TV series: 2 weeks

Library of Things: 1-3 weeks

Experience Passes: 1 week

## **Renewals and Returns**

Many library materials may be renewed up to two times, provided no other users are waiting for the material. Materials may be renewed either in person, online, or by phone. The renewal period is the same as the original loan period. It runs from the date the item is renewed. Renewals will not be accepted on materials with holds or special loan restrictions.

\*Extended loans can be granted to teachers using materials for classroom use, residents of nursing homes, homebound users, and others at the discretion of the library staff, only when no other user is waiting for the materials.

24-hour book drops are available for the return of most library items. For your convenience, most materials from other SHARE libraries may be returned at Waterford Public Library. Likewise, most Waterford Public Library items may be returned to any library in the SHARE Consortium.

## **Interlibrary Loan**

Interlibrary loans (loans of materials from outside the SHARE Consortium) are available to all patrons with valid cards. (Milwaukee County residents registered at Waterford Public Library can also participate in this service.) Interlibrary loan materials may or may not be renewed, depending on the lending library's policies.

## **Fines and Fees**

In an effort to reduce barriers and increase access, the Waterford Public Library Board of Trustees adopted a policy of not charging daily overdue fines for most materials. Specialized collections such as Kindles, Launchpads, Wi-Fi hotspots, kits and realia items, as well as items owned by or checked out at other libraries will continue to be charged daily overdue fines. Waterford Public Library items that do not acquire fines are:

- Books
- CDs, DVDs, and Blu-Rays
- Audiobooks on CD and Playaway
- Magazines

Items that do incur fines:

- Lucky Day Collection (\$1.00 per day)
- Experience Passes (\$5.00 per day)
- Kindles and Launchpads (\$1.00 per day)
- Wi-Fi Hotspots & Blu-Ray Player (\$5.00 per day)
- ALL kits and realia items (\$.25 per day)
  - Literacy kits
  - Juvenile and teen craft kits
  - Adult learning kits
  - Games, puzzles, and toys
  - STEAM and phonics items
- Items owned by or checked out at other libraries (typically \$.25 per day but is dependent on other library's lending policies)

## Lost or Damaged Materials

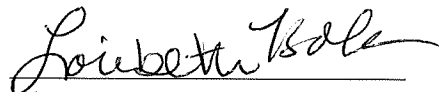
Lost and damaged materials must be paid at replacement cost. The Library does not accept replacement copies bought by patrons. The fee for damaged items, packaging, bags, and replacement parts will be determined as necessary by staff.

The patron will receive a bill if items are kept 35 days past their due date. These items will be considered lost and the patron will be billed the replacement cost of each outstanding item. Checkout privileges will be suspended until all materials are returned or paid in full.

## Confidentiality of Records

To facilitate circulation of library resources, the library maintains a database of registered borrowers. Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired, and includes database search records, registration records, and all other personal identifiable uses of library materials.

*Adopted Revised November 11, 2025*

  
 Library Board President