

Columbus Public Library
CIRCULATION POLICY

A. Registration

Patrons must use their own valid LINK bar-coded library card or purchase a replacement to check out materials and use library equipment. If they are Columbus library patrons they can purchase a replacement library card here, but if they have another home library they must return there to purchase a replacement card.

Patrons must fill out an application form to register for a new library card. The following statement is printed on the registration form for the patron's information and acceptance:

I agree to be responsible for material drawn on the library card issued in the above name, including material drawn on it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future and give prompt notice of change of address or loss of library card. I further understand that the library maintains access to a broad range of material and that it is my responsibility to judge for myself and for my children/minor dependents the appropriateness of that material for my/our personal use.

Signature (patron or parents/guardians name for juveniles) _____

Residents of the City of Columbus, village of Fall River and surrounding townships in Columbia County who do not pay taxes supporting another library are eligible for a Columbus Public Library card. If a patron pays taxes to support another library they should return to that library to get their initial library card then a LINK barcode will be added to their card if their home library is not already a LINK library.

Dodge County residents must get a card from their home library where they pay taxes or the Beaver Dam Public Library or Reesville Public Library if they do not have a local library. When the patron brings their new library card to Columbus Public Library a barcode will be added and they will then be able to use the services of any library in South Central Library System.

Dane County Library Service will issue Dane County residents a Dane County library card. The library will send the registration worksheet to Dane County Library Service along with a Columbus Public Library barcode and they will mail the card to the patron.

Adults requesting a library card are required to submit a Photo ID along with acceptable proof of current address: Wisconsin driver's license, canceled mail, or a checkbook. They are also required to put their former names plus their license number on the application. If a patron's name changes they need to produce current identification with the new name. Patrons who are here on a temporary basis of 9 months or less must provide both their temporary and permanent address.

Applicants under the age of 18 are required to have the signature of a parent or guardian on their application card. Parents or guardians need to come into the library with the juvenile. The parent or guardian needs to provide current photo ID with address verification and fill out a registration

form. If the address on the photo ID is not current they need to bring in other acceptable ID for addresses including: Wisconsin driver's license, canceled mail, or a checkbook.

Teachers of area schools, except WI Academy, wanting card applications for their students before they visit should contact the library at least 2 weeks ahead of the planned visit.

Wisconsin Academy students can mail their applications home for their parents to sign or have their parents sign the applications at orientation time. They can then bring the signed application card to the library with ID as stated above. Students will have an expiration date no longer than 4 years set on their library card. The Wisconsin Academy school, as guardian, can also sign the application card "*WI Academy (name of individual authorized)*" for the students but, it is the school's responsibility to pay for any missing materials and fines. WI Academy is responsible for recovering their costs and library materials from the parents/students if need be.

Business owners who pay property taxes in the City of Columbus, village of Fall River and surrounding townships are eligible for a library card under their name with proof of ownership. Business owners can have only one library card (business or personal) in the LINK system.

If an applicant is unable to sign his/her name because of a disability, a stamp or signature by another person with the patron's verbal permission as stated to a staff member will be accepted.

B. Temporary cards

Telus temporary cards are issued for 1 day Internet use only and are not for use by those who have LINK library cards.

C. Lost or forgotten cards

If a patron loses his/her library card, he/she should notify the library as soon as possible. A replacement cost \$1.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

D. Loan periods

- Videos, DVD's— 7 days for feature and 14 days for non-feature
- CD-ROMs, B&T Lease collection books, Magazines, Pamphlets, Musical CD's, Outside SCLS Interlibrary Loan, Magazines, Puppets, Big Books, Games, and Discovery Backpacks – 14 days
- Fiction, Non Fiction, Books on tape & CD, Teacher Collections – 28 days
- Generally, reference books do not circulate. Some reference materials may be checked as marked on the material.
- Interlibrary loans are due the date indicated on the slip or on your patron record which can be checked online using your library card and pin numbers.
- Books may be renewed once if there is not a waiting list for the title.

- Current issues of periodicals do not circulate.
- Non-current periodicals may be checked out for one week and may not be renewed.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

Loan Limits

- Books & Teacher Collections – 50
- Books on tape & CD, Musical CD's, DVD's, Videos, – 5
- Magazines – 10
- CD-ROM & Discovery Backpacks –1

E. Reserves

Reserves may be placed by patrons either in person, online or over the phone. Patrons will be notified by Harriet, the South Central Library System automated notification system, or in some instances by the library when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services unless charged by the loaning library.

F. Fines and charges

- Videos and DVD's - 35 cents per day fine
- Discovery Backpacks, Games, Puppets and CD-ROMs - \$1 per day fine
- Books, Teacher Collections, Big Books, Books on tape, Musical CD's, and Magazines - 5 cents per day fine
- A cost of \$5.00 will be charged for missing booklets from CD's and DVD's.
- Replacement cost of a lost library card is \$1.00.
- Replacement cost for backpack bags is \$17.49 each.

Materials are due on the date stamped or as shown on the patrons receipt. Patrons paying fines for overdue or lost materials shall be issued a written receipt if it is for over \$2. A seven-day grace period will follow after the date due, the patron will not be charged during the 7-day grace period.

There is a maximum fine limit of \$2.00 after which patrons cannot check out any more materials or use the equipment in the library until they are paid. There is a fine limit of \$5 after which patrons cannot use the Internet in the library (per LINK policy) until they are paid. The fines continue to accumulate on the materials that are overdue until they are returned or paid for unless a patron claims it has been returned. Staff discretion may be used to reduce overdue fines due to extenuating circumstances.

The first overdue notice will be mailed out as soon as possible after it is received from SCLS. Second notices are mailed out approximately 4 weeks after the item is due. The time limit for a refund is 6 months after the item has changed to a lost status.

The Columbus Public Library accepts replacements that are new and exact matches (for example hardcover for hardcover and same ISBN). Patrons are still liable for fines or fees the library may assess. If holdings have been discarded, refunds are subject to director's approval.

Notification of intent to prosecute if materials are not returned for violation of Chapter 62-1 of the Municipal Code of the City of Columbus, "Failure to Return Library Materials" (see Attachment 1) will be mailed to the patron when the final notice is received from South Central Library System. A sample of the notice on library letterhead paper follows:

Final Notice – Failure to return library materials will put you in violation of Columbus Municipal Code, Section 62-1

Date

Name

Address

Dear _____,

This is your final notice to return the items mentioned below. Your failure to comply with this notice will subject you to prosecution for a violation of Columbus Municipal Code section 62-1, Failure to Return Library Materials. You have received prior notices concerning these materials:

(List material information for each item: Title, Author/Artist, barcode number, Adult or children's department (fiction, etc.), cost, date due and owning library name).

Please, return the items listed above within 30 days (date), or pay \$ ____ (includes \$) _____ for materials and \$ _____ outstanding fines), or make arrangements to pay by (date). All returned items must be in useable condition. Your outstanding fines after return of materials is \$ _____. You will be charged the full replacement cost for each item that is unusable. If you need further information on the items listed below, call (920) 623-5910.

If Juvenile add: (Name) is responsible by statute for returning or paying for the above items and fines as agreed by signing the library application for (name) which stated: "I agree to be responsible for material drawn on the library card issued in the above name, including material drawn on it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future and give prompt notice of change of address or loss of library card."

If Adult add: You are responsible by statute for returning or paying for the above items and fines as agreed by signing the library application which stated: "I agree to be responsible for material drawn on the library card issued in the above name, including material drawn on it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future and give prompt notice of change of address or loss of library card."

Please respond to this notice within 30 days failure to do so will see this notice sent to the police department for prosecution. Fees charged by the court/police department to prosecute are in

addition to the above costs. Once the ordinance violation is given to the police department the library has no control over the dispensation of the violation or charges added. If you return the materials mentioned above after you receive the citation the library will notify the police department that they were received. This does not mean that you do not have to show up for the court date that has been set or pay court costs and library fines. Contact the police department for further advice on these issues.

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

*Thank you in advance for your prompt response to this matter.
Sincerely,*

If materials are not returned or paid for in full after notification the library director or designated staff member will notify the police department. The police department will contact the patron for the return of the materials. If nothing is returned or paid for the officer than issues a citation. A police officer will then refer the patron, parent or legal guardian of the patron to the Columbia County Circuit Court for prosecution. A collection agency may be contacted to seek return of materials and payment of all fines.

G. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. Patrons will be given the damaged material if they wish to have it after payment. A notice of these charges will be sent to the borrower if not paid for at time of return; a sample of the notice follows:

Date

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the library's collection. The titles and costs of these materials are listed below:

----- §-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

H. 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)."

Patrons requesting information on juveniles must sign a form stating they are the legal guardian/parent of said minor before information on that juvenile will be given to them per WI STATE STATUE 43.30 (Section 1 and 2 see attached form and state statue at the end of this policy).

In addition, the Columbus Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal requirements

City of Columbus Ordinance

All records pertaining to a patron's use of library facilities, materials or equipment is confidential. Access to such records by individuals or organizations outside the library is not permitted, except under a court order or as stated in Wisconsin State Statues 43.30(4). Patron information shall be released to the Columbus Police Department through communication from the director or the library director's designee for the sole purpose of prosecution under City of Columbus Ordinance Section 62-1 of the Municipal Code of the City of Columbus, "Failure to Return Library Materials".

State of Wisconsin

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statues Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 and 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:

1. with the consent of the individual library user (see **LINK Holds Pickup Authorization Attachment 2**)
2. by court order
3. to persons acting within the scope of their duties in the administration of the library or library system, or
4. to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library users name, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

1. As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions"
 - a) disclosure of staff members of the Columbus Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director.
 - b) disclosure as authorized by the individual library user (see **LINK Holds Pickup Authorization** see Attachment 2)
 - c) disclosure pursuant to court order (see below for handling of different types of court orders)
2. Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.
3. Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Handling requests from custodial parents or guardians of children under the age of 16 (see Attachment 3)

Requestor must be the child's "custodial parent" defined as any parent other than a parent who has been denied periods of physical placement with a child under s767.24(4). The library staff will:

1. request identification
2. if the requestor is the parent or guardian listed on the child's library record, the staff may provide the requested information; otherwise the staff will
3. obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s767.24(4).
4. The staff may then grant the request or refer the request to the library director or designee.

The library staff will attempt to satisfy the request as soon as practicable and without reasonable delay. In most cases this will be at the time of the request. If there is a question of the requestor's guardianship, the staff person may delay the request until reviewed by the library director and/or library board. If a request is denied by the library staff, the requester can appeal in writing to the library board.

Normal photocopy/printing charges will be assessed by the requester for copies of records provided.

Handling of court records

[Note: All search warrants are court orders, but not all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else brings a subpoena¹ directing library staff to produce library records”

1. Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.
2. The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.
3. If the subpoena has any legal defects, require that the defects be cured before records are released.
4. If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
5. Follow legal counsel’s advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a search warrant²

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
2. Requests that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are not required to accede to your request to delay the search.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user’s records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**³

¹ A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Your municipal attorney (or library counsel) can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain

² A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, designated object or a designated place for the purpose of seizing designated property or kinds of property.

³ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the “production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment...”

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
2. Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are not required to accede to your request.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user's records are disclosed.
4. It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other

Approved 9/18/07
Revised 1/20/09

City of Columbus Ordinance

ARTICLE I. IN GENERAL

Sec. 62-1. Failure to return library materials.

- (a) In this section, “library materials” include any book, plate, pictures, photograph, engraving, painting, drawing, map, newspaper, magazine, sound recording, audiovisual materials in format, magnetic or other tapes, electronic data processing records, artifacts, or other documentary written or printed materials, regardless of physical form or characteristics, belonging to, on loan to or otherwise in the custody of a municipal library situated or based within the city limits.
- (b) No person shall take and carry away any library materials with the consent of a library official, agent, or employee and fail, after the notice required by this section, to timely return the library materials.
- (c) No person shall be charged with a violation of this section unless such person is provided written notice signed by a library official, agent or employee setting forth at least the following:
 - (1) A reasonable description of the library materials.
 - (2) The date the library materials were due to be returned.
 - (3) The statement that “your failure to comply with this notice shall subject you to prosecution for a violation of Columbus Municipal Code section 62-1, Failure to Return Library Materials,” and upon conviction, a forfeiture as provided in section 1-14. Such notice shall be served either by regular, first class mail, sent to the person’s last known address or by personal service upon such person.

(Code 1978, 1920)

LINK Holds Pickup Authorization Form

Date _____

We understand the library’s policy for protecting the privacy of its users and its responsibility for protecting library materials. We authorize the library to allow the listed patrons to pick up each others holds at any LINK library. We understand that the person checking out materials must present his/her own valid library card and that this person will be responsible for the materials he/she has checked out on that card.

Below, print the complete names and library card numbers for each person involved. By signing this each person has agreed to give this patron their library card number and to pick up materials for them as noted above. Return the completed form to the library. Once the form has been received, staff will enter the information into the computer system as soon as possible. (NOTE: Notify staff at the checkout desk if the authorization should be cancelled.)

Person materials being picked up for:

_____ 2907800/2936900 _ _ _ _ _
(Print Name)

(Signature)

Persons picking up materials:

_____ 2907800/2936900 _ _ _ _ _
(Print Name)

(Signature)

_____ 2907800/2936900 _ _ _ _ _
(Print Name)

(Signature)

_____ 2907800/2936900 _ _ _ _ _
(Print Name)

(Signature)

_____ 2907800/2936900 _ _ _ _ _
(Print Name)

(Signature)

STAFF ONLY When you add a **Hold Pickup Authorization** block to a patron’s record, you are prompted to add a comment. This is where you should type in the name of the person(s) for whom THIS patron (i.e. the patron displayed in CKO) is permitted to pick up holds.

Columbus Public Library

PARENT/GUARDIAN REQUEST

FOR ACCESS TO THEIR CHILD'S LIBRARY RECORDS

Requestor Name: _____ Date of Request _____

Requesters Relationship to child _____

(circle one: court appointed, joint custodial, custodian guardian)

Address: _____
Street City, State, Zip

Phone No. _____

Child's name _____ Child's Birthday (M/D/Y) _____

Address: _____
Street City, State, Zip

I am requesting the Library record of my child as the legal guardian of that child. Furthermore, I certify that I have not been denied periods of physical placement with the child under s 767.24(4).

Signature Date _____

Records requested:

___ Items currently checked out to child

___ Due dates of items checked out

___ Overdue items

___ Fines/Fees due to the library

Staff: (Office use only)

Request circle one (referred) (granted) (denied) circle one

INT: _____ Date _____

(Attach copy of identification presented and copy of the records provided at time of request.)

