



# APL Circulation Policy

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## Purpose

A core service of the library is the loan of materials to individuals in the community. The library does this by maintaining a database of registered borrowers and giving patrons in good standing access to the collections of the Appleton Public Library. In providing borrowing privileges, the library promotes use of materials, ensures the rights of borrowers and protects the interests of the taxpayers.

## Policy

1. The Appleton Public Library is committed to the philosophy of a statewide borrowers' card. All residents of the state of Wisconsin are eligible for a library card.
2. All library circulation records are confidential under Wisconsin Statute 43.30, except those of children under age 16 as noted below in section 5.e.
3. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials. Only patrons registered at an OWLSnet library are eligible to borrow materials.
4. Library staff will require those applying for library cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing or renewing a card.
5. Patrons applying for library cards will sign a responsibility statement which reads as follows: "Your signature indicates that you have read and agree to the terms of service at the top of this form. You also agree to take responsibility for library materials borrowed with this library card at any OWLSnet library until the card is reported lost or stolen, to pay fines for materials returned late, and to reimburse the library for materials that are lost, damaged, or stolen."
  - a. The library will require that a parent or guardian sign the application form for their minor child.
  - b. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
  - c. Each family shall have the right and responsibility of setting standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
  - d. The Appleton Public Library will not assert the rights of a minor child over the rights of that child's parents. The library will comply with a parent or guardian's written request restricting their minor child's access to specific collections at checkout.

- e. Under Wis. Stat. 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24 (4). Examples of such proof include possession of the child's library card number, a valid library card or other government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested. Requests will be complied with as soon as practicable and without delay. Requestors who are denied access may appeal the decision to the Library Director or the Library Board.
6. The library staff shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for various collections appropriate for the proper use of materials.
7. The library may charge a fee or recover costs for the following situations:
  - a. Lost library card replacement
  - b. Items returned overdue
  - c. Damaged items
  - d. Replacement of items damaged or not returned
  - e. Photocopies/document delivery
8. Library staff may deny borrowing privileges to cardholders:
  - a. not presenting their card or other identification
  - b. with a significant number of overdue materials not yet returned
  - c. with significant fines or bills for unreturned material not returned
9. The library reserves the right to take measures up to and including legal action to recover materials not returned.

*approved by the Library Board, 8/11/97  
revised 7/14/04  
revised 4/20/10*