

## **CIRCULATION POLICY**

The Beloit Public Library (BPL) is a member of the Arrowhead Library System (ALS) and SHARE Consortium.

### **I. LIBRARY CARDS**

A valid library card in good standing is required to borrow library materials.

To apply for a Beloit Public Library card, proof of identity and current residence are required.

All cards carry an expiration date that is determined by our integrated library system (ILS) as provided by membership in the SHARE Consortium. Cards will be renewed after address verification.

#### **RESIDENTS WITHIN БЕЛОIT CITY LIMITS:**

Residents of the City of Beloit, including individuals with temporary housing (minimum two-week residency) or students attending a local college, are eligible for a Beloit Public Library card.

#### **INDIVIDUALS WHO RESIDE OUTSIDE OF БЕЛОIT CITY LIMITS:**

Residents of a Rock County Township or the Village of Footville may choose Beloit Public Library as their home library.

Except for Milwaukee County, residents of Wisconsin outside of Rock County may choose Beloit Public Library as their home library. (The Arrowhead Library System has a reciprocal borrowing contract with all the cities and counties in Wisconsin, except Milwaukee County.)

#### **INDIVIDUALS WHO LIVE OUT-OF-STATE OR IN MILWAUKEE COUNTY:**

Out-of-state residents or residents of Milwaukee County are eligible to choose Beloit Public Library as their home library upon payment of a yearly fee. The yearly fee is determined by the Library Board and may be paid in quarterly increments.

Fee Cards are valid for the period covered by the payment, but no longer than one year from registration and may be renewed.

### **NON-RESIDENTIAL PROPERTY OWNERS:**

Owners of property within Beloit City limits who reside out-of-state or in Milwaukee County are eligible for a Beloit Public Library card.

The owner must bring in a tax bill dated within the last 12 months, as well as personal identification and proof of address.

### **SCHOOL CARDS:**

Public elementary and secondary schools within the greater Beloit area (Beloit or the towns of Turtle, Newark, or Beloit) are eligible for a school library card when:

- A District Administrator (Superintendent or Assistant Superintendent) for the Beloit School District signs financial responsibility on the form each year.
- The school Principal signs financial responsibility on the form each year for the respective school in the townships of Turtle, Newark, or Beloit.

Private or parochial elementary and secondary schools within the greater Beloit area (Beloit or the towns of Turtle, Newark, or Beloit) are eligible for a school card when the school Principal signs financial responsibility on the form each year.

### **TEACHER CARDS:**

BPL offers Teacher Library Cards as a service to Rock County teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grades K-12.

Any teacher living in or teaching in Rock County is eligible for a Teacher Loan Card. A teacher who lives in Rock County but teaches somewhere else – or teaches in Rock County and lives somewhere else – is welcome to apply for a card. Homeschool teachers and childcare providers are also eligible.

To apply for a Teacher Loan Card, you will need:

- A personal library card in good standing (less than \$10 fines) from Beloit Public Library or any other Rock County Public Library. \*
- An active email address that is monitored for library alerts
- Proof of employment at an educational facility (I.D. with name and school, letter from principal/director, etc.), a homeschool state certificate or a childcare license.
- Teacher Library Cards expire after ONE year and must be renewed.

*\*Out of state, or Milwaukee County residents who work at a Rock County school may be issued a Teacher Loan Card without cost if they first establish a Fee Card at Beloit Public Library. A Fee Card can be obtained for \$25 per quarter or \$100 per year.*

**BUSINESS CARDS:**

Any business in the greater Beloit area (Beloit or the towns of Turtle, Newark, or Beloit) is eligible for a business library card. The owner, president, director, or signing authority must bring in proof of their connection to the business, the business name and address, as well as personal identification and proof of address.

**LIBRARY CARD RESPONSIBILITY:**

The patron who signed for and to whom the card was issued is responsible for all materials checked out on that card. The parent(s) and/or legal guardian(s) of a minor is responsible for all materials checked out on the minor's card. The patron must notify the library immediately should their card become lost/stolen. Patrons are liable for any card activity made prior to reporting the card lost/stolen to the library.

**PURGING OF BELOIT PUBLIC LIBRARY CARDS:**

Beloit Public Library cards not used for a set amount of time, and based on other parameters determined by library procedure, will be purged from the database. At this point, a new application must be filled out for a new card to be issued.

## II. FINES AND FEES

Patrons are liable for any fees/fines associated with their account, and on accounts of patrons 17 and under for whom they are legally responsible. There is no overall maximum fine per card and all fines are to be paid.

### **FINE SCHEDULE:**

|  |                         |                |
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| Children's Books, Audiobooks, & CDs                        | \$0.10 per day/per item | \$5.00 maximum |
| Children's DVDs/blu-rays                                   | \$0.25 per day/per item | \$5.00 maximum |
| Most Adult Materials including DVDs/blu-rays, and eReaders | \$0.25 per day/per item | \$5.00 maximum |
| ILL Materials  | \$1.00 per day/per item | \$5.00 maximum |
| Jackpot Items  | \$0.50 per day/per item | \$5.00 maximum |
| Magazines  | \$0.10 per day/per item | \$5.00 maximum |

Replacement costs, including a service charge, are assessed for any BPL item that is lost, or damaged so badly that it must be replaced. The library will not accept a replacement copy from the patron as payment for the lost or damaged item.

Long overdue BPL items are removed from the database and patron is liable for all replacement costs, including a service charge.

Replacement library cards are available for a fee.

Persons failing to return materials and/or pay for damaged materials may be subject to prosecution under section 18.03 of the Beloit City Ordinances or may be referred to the City Attorney's office for court action. When judgments are found in favor of the Library, the person will be assessed court costs, plus an additional \$25.00 library delinquency account fee. The Library may also choose to use a collection agency to retrieve delinquent materials. Any costs to the Library may be passed on to the patron.

History; Adopted- April 1986; Revised- Nov 1987; Feb 1989, April 1989; Aug 1990, Oct 1991; April 1994; Aug 1994, Sept 1994, Oct 1994, Dec 1994, Nov 1995; Nov 1996, March 1997; Sept 1997; Aug 1998; Aug 2000; Jan 2002; Aug 2003; July 2005, May 2006; Dec 2006; July 2007; August 2007; January 2009; February 2009; April 2011; August 2015, January 2017, Revised February 2018, Revised November 18, 2020