

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 is required to borrow library materials. Accounts must be kept in good standing to maintain borrowing privileges.

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

All cards expire on a date determined by our integrated library system (ILS). Cards will renew after patron provides updated proof of current residence.

FREE CARDS

RESIDENTS WITHIN БЕЛОIT CITY LIMITS:

Residents of the City of Beloit are eligible for a Beloit Public Library card.

Individuals with temporary housing (minimum two-week residency) and students attending a local college are also eligible for a Beloit Public Library card.

INDIVIDUALS WHO RESIDE OUTSIDE OF БЕЛОIT CITY LIMITS:

Wisconsin residents outside the City of Beloit limits (except for those in Milwaukee County) may choose Beloit Public Library as their home library.

Beloit Public Library is a member of Arrowhead Library System which has a reciprocal borrowing contract with all the cities and counties in Wisconsin, except Milwaukee County.

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 a photo ID and proof of current residential address.

SCHOOL CARDS:

Public, 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 library card when district administrator or school principal signs financial responsibility on the form each year.

TEACHER LOAN 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. *
- 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.

**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. See Fee Cards section below.*

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 a photo ID and proof of current residential address.

FEE CARDS

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

Out-of-state residents and residents of Milwaukee County may purchase a Beloit Public Library card for a fee determined by the Library Board. Terms and payment can be for 12 months, 6 months or 3 months.

LIBRARY CARD RESPONSIBILITY:

The patron who signed for and to whom the card was issued is financially 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 or stolen. Patrons are liable for any card activity made prior to reporting the card lost or stolen.

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

Replacement library cards are available for a fee. Patrons are liable for any fees or 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.

All children’s and young adult materials checked out at Beloit Public library will not incur overdue fines.

FINE SCHEDULE:

Most Adult Materials	\$0.25 per day/item	\$5.00 maximum/item
Interlibrary Loan Materials	\$1.00 per day/item	\$5.00 maximum/item
Jackpot Items	\$0.50 per day/per item	\$5.00 maximum/item
Magazines	\$0.10 per day/per item	\$5.00 maximum/item

Patrons will be billed for replacement costs, including a service charge, on any BPL item, including children’s or young adult items, that are lost, or damaged beyond repair. The library will not accept a replacement copy as payment for any lost or damaged items.

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

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, Revised April 21,2021