

Circulation Policy – Altoona Public Library

Purpose of the Policy

The purpose of the Altoona Public Library’s Circulation Policy is to ensure that all users of the library have equitable access to library materials and services. Policies are constructed to apply to all users of the library, regardless of race, color, sex, age, gender identity, national origin, religion, or physical or mental ability. The library strives to be inclusive of all groups, including those not explicitly mentioned in the preceding statement.

Circulation of Materials

- For each type of material, the chart below indicates the loan period and potential fines, if the item may be renewed or placed on hold, and the total number of that type of item that may be checked out.
- The sum of all items that may be checked out at any given time is one hundred (100).

Item Type	Loan Period	Holds	Renewals
Audiobooks	3 weeks	yes	yes
Board games	2 weeks	no	yes
Book Club Kits	8 weeks	yes	yes
Books-Adult Fiction (new)	2 weeks	yes	yes
Books-All other adult	3 weeks	yes	yes
Books-Youth	3 weeks	yes	yes
DVD-films	1 week	yes	yes
DVD-tv series	2 weeks	yes	yes
Kits-adult <ul style="list-style-type: none"> • Stay Sharp • Memory • Draft Check • Power Check 	2 weeks	yes	yes
Kits-Youth <ul style="list-style-type: none"> • Black Bag Kits • Family Conversation 	3 weeks	no	no
Launchpads	1 week	no	no
Laptops/Chromebooks	2 weeks	no	no
Library of Things	2 weeks	yes	no
Lucky Day Books	1 week	no	no *(\$0.50/day fine)

Item Type	Loan Period	Holds	Renewals
Lucky Day DVD	3 days	no	no *(\$0.50/day fine)
Magazines/Periodicals	2 weeks	yes	yes
Multimedia player	2 weeks	no	no
Music CDs	3 weeks	yes	yes
Puppets	3 weeks	no	no
Puzzles	2 weeks	no	yes
STEM/STEAM kits	1 week	no	no
Video Games	2 weeks	yes	yes
Wi-fi Hotspots	2 weeks	no	no

Item Holds/Reserves

- Patrons may place items on hold (reserve an item) by either requesting the item(s) in-person at the circulation desk, over the phone, or online using the MORE website or the MORE app.
- There is no charge to the patron for placing a hold on an item. Patrons will be notified by phone call, text, or email when their item or items are ready to be picked up at the Altoona Public Library.
- Most items placed on hold that arrive from a different MORE Consortium member library are subject to Altoona Public Library's circulation policies.
- Items that have been placed on the "hold-shelf" for patrons to pick-up will remain on the hold-shelf for a period of one (1) week. At that time, the "hold" on the item or items will be canceled and the items will be redirected to fill the next hold or to be reshelved by the owning library.
- Patrons may place a maximum of one hundred (100) items on hold at any one time.

Library of Things

- The Altoona Public Library has no control over what may have come in contact with Library of Things equipment. Please consider that as you check out these items.
- Prior to borrowing from the Library of Things, patrons must sign a liability waiver and indemnification form acknowledging that the patron is aware the Altoona Public Library and the City of Altoona claim no expertise and make no representation concerning the fitness of any item for any particular use and that they will not hold the Library or City responsible for anything that happens while using the library and its collections.
- All items within each kit for the Library of Things are expected to be returned in the condition in which they were sent.
- Cleaning and/or repair of returned items may be subject to a fee at the discretion of the Library Director or Head of Circulation.

- Patrons must be a MORE Library cardholder without restrictions and at least 18 years of age or accompanied by a parent/guardian to check out from the Library of Things collection.

Notices on Damaged or Missing Parts

- Patrons are responsible for all materials and equipment checked out on their library card. All items will be assessed for damage upon their return, and patrons may be subject to repair or replacement costs.
- The replacement cost for an item will be the list price that has been entered into the library's catalog system when the item was purchased. The Library Director and Head of Circulation have the authority to adjust the amount of a charge at their discretion.
- If an item owned by another library is damaged, the owning library will assess the damage and decide if a replacement or repair fee is owed. In some cases, libraries do charge a processing fee in addition to the item cost.
- **Patron purchased copies of damaged or destroyed items owned by the Altoona Public Library WILL NOT BE ACCEPTED. Please do not purchase replacement items.**

Overdue Notices and Bills

- In most cases, two overdue notices will be attempted before a replacement bill is sent. A bill is usually sent when an item is at least 28 days overdue.
- A bill may be sent immediately, without first sending overdue notices, if the item is returned damaged or a patron reports the item as unreturnable.
- Library staff may refer patrons with overdue items to a materials collection agency, the City Attorney, or the Police Department.

Access Restrictions

- The library does not restrict library patrons under the age of 18 to certain collections or areas of the library, and library staff cannot serve *in loco parentis*. In accordance with the American Library Association's statement "Free Access to Libraries for Minors," the library maintains that parents and/or legal guardians have the right and responsibility to restrict access of their children – and only their children -- to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany their children.

Period of Time Inactive Cards Will Be Retained

If a patron has not used their card within a specific time frame, that patron's record shall be deleted from the database. Twenty-four (24) months after the last activity or update date, the patron's card shall be rendered invalid. Patrons whose library cards are blocked for fines and/or overdue items will be retained in the database for ten years after the last activity date, in accordance with MORE policy.

Patrons may request that library staff delete their account so long as the account balance is \$0 and there are no checked-out materials on the account.

Library Theft Law

Please see Appendix G (p.51) - Wisconsin State Statute 943.61 - Theft of Library Materials.

Circulation Policy approved by the Altoona Public Library Board of Trustees on November 20, 2024.