

CIRCULATION POLICY

I. Check Out

All materials in the library's circulating collection including books, CMC books, audio tapes, compact discs, records, scores, theses, video recordings, DVDs, and circulating government documents are available for library patrons to check out, take with them and use. All reference materials, all periodicals and newspapers, selected government documents, and maps do not circulate.

A. Patrons to whom materials may be charged:

1. UW-River Falls students
 - a. If currently enrolled
 - b. If pre-registered for the next semester
 - c. During the summer between active enrollment
2. UW-River Falls faculty and staff
3. Emeriti and honored retirees
4. Students, faculty, and staff from any school in the UW system including Extension and extended degree
5. Community Patrons (If a person wants to borrow materials but does not qualify for any of the above categories.)

B. Original Charges:

1. For students and community borrowers, the following materials circulate for 28 days: books, scores, theses, and government documents. These materials circulate for a semester to faculty, staff and emeriti.
2. The following materials circulate for 14 days to all patrons: video recordings, audiotapes, CDs, records and DVDs.
3. Items that circulate for 28 days are subject to recall after 14 days. Items that circulate for 14 days are subject to recall after 7 days.

C. Identification Cards

1. The University I.D. card or the community patron card serve as the official library card and is not transferable.
2. A patron may check out materials only in his or her own name and must present her/his own I.D. card.
3. A patron is responsible for any items checked out on his or her card.
4. Faculty and staff may apply for proxy privileges. They may assign one or more individuals as proxies, so that these individuals can check out materials without the faculty member's I.D. card. Faculty and staff members are responsible for all materials checked out via proxy or with their I.D. card.
5. Students who come to campus and attend classes only at night or on weekends will be encouraged to obtain their University I.D. card at the

Campus Card Office. As an interim measure, they must present a photo id and show proof of current registration.

II. Community Patrons

- A. A community patron is a library patron who wants to borrow circulating library materials but is not in one of the following categories: UW-River Falls faculty/students/staff; emeriti or honored retirees; faculty/students/staff from any school in the UW-System including Extension and extended degree.
 - 1. Community patrons must show some a picture I.D. and fill out a form to obtain a community patron's card. If a picture I.D. is not available, a form of I.D. that shows a current address will be accepted, at the discretion of the desk attendant.
 - 2. All overdue, recall, hold, missing, lost, and damaged policies that apply to regular borrowers apply to all community patrons.
 - 3. Community patrons are not eligible for interlibrary loan.
 - 4. Community patrons who do not respond to recalls, overdue, and lost notices will be blocked from checking out more materials.

III. Confidentiality of Patron Records

- A. Pursuant to Wisconsin Statutes 43.30, library records indicating the identity of any individual who borrows or uses the library's materials, resources, or services will not be disclosed except by court order or to persons acting with in the scope of their duties in the administration of the library.

IV. Renewals

- A. Any circulating material that is not a new item, without a hold or recall placed on it, may be renewed by all valid library patrons.
- B. For students and community patrons, an item may be renewed as many times as needed within 84 days from loan date, if no other library patron has placed a hold or recall on the item. Faculty, staff and emeriti items may be renewed as many times as needed within 24 months from loan date, if no other library patron has placed a hold or recall on the item. When the time parameter is reached, patrons must return the materials to the library before the materials can be checked-out again. This applies to all items within the UW system.
- D. Renewals can be made without the materials, by presenting the correct I.D. card, by mail, by telephone, by email, or by accessing the library account online.
- E. Requests for renewal of interlibrary loan materials can be handled by a circulation permanent staff member.

V. Overdues

- A. Patrons are fined for overdue reserve materials, laptops, and headphones. All other items do not incur overdue fines. In those cases, control is maintained by:
 - 1. Sending a series of three notices indicating the item[s] is[are] due or overdue, and then a lost notice with a bill.
 - 2. Renewing materials library patrons still hold.
 - 3. Placing financial holds on the Registrar's Student Information System (eSIS) for student patrons until they pay the replacement fee for lost materials or return the materials and pay the processing fees.
 - 4. Suspending the borrowing privilege for students, faculty, staff, and community patrons until they pay the replacement fee for lost materials or return the materials and pay the processing fees.

VI. Recalls

- A. The recall process is used to return checked-out material to circulation before the original due date, usually at the request of another patron.
- B. Most materials are subject to recall when a patron has had them for half the time that they regularly circulate. For example, an AV item could be recalled after 7 days since the normal check-out period is 14 days. Books can be recalled after 14 days since the normal checkout period is 28 days.
- C. Patrons are notified when the material they recalled is available. Recalled material is held at the Circulation Desk for seven days and, if not checked out by the requesting patron, is returned to the circulating collection.

VII. Holds and Searches

- A. When a patron cannot locate material in the stacks, they may come to the Circulation Desk to inquire about its location.
 - 1. If the item is found to be checked-out, a recall or hold may be placed on it.
 - 2. If the item is not checked out a search procedure follows. If the item is found, the patron is notified and the item is held at the Circulation Desk for ten days. If the item is not found after the three searches, the status is set to missing and the patron is notified that they may use interlibrary loan or UW Libraries Request to obtain the item.

VIII. Items Not Found on Shelf

- A. Items not found on the shelf are assigned a "missing" status. These items are searched regularly. If after 3 months for AV materials and 6 months for other

items, they are not located, they are referred to the department of origin for replacement or withdrawal.

IX. Lost Materials, Not Returned by Patron

- A. After the third notice is sent, an item is considered lost. Patrons may not renew lost materials. The patron holding the item is billed \$100 for each lost item and assessed a \$10 processing fee for each lost item. A reserve item will be considered lost at 24 hours after the due date/time and has a minimum replacement cost of \$100 plus a \$10 processing fee; if the replacement cost for a reserve item is greater than \$100, the patron will be charged the replacement cost, including shipping charges, and a \$10 processing fee. Service indicators are placed on eSIS for each student holding lost material. Borrowing privileges for all patrons are suspended until the lost items are paid for in full, meaning both the item replacement and processing fees, or the items are returned and the processing fees paid for.
- B. Patrons who have been billed for a lost item may be able to provide a replacement copy at the discretion of the Collection Development Librarian. Please fill out our [Replacement Request Form](#). Reserve items are not eligible for replacement by the patron.

XI. Lost and Found

- A. A lost and found box is maintained at the Circulation Desk. Items are taken to the University Police in the RDI building every Thursday if they are not claimed. Items that are deemed to be of higher value than \$50 will be handed over to University Police by the close of business on the day it was found.
- B. Recovered University I.D. cards are sent to the Campus Card Office.

XIII. Interlibrary Loan/UW Libraries Request Pickup

- A. Interlibrary Loan and UW Libraries Request materials are available for pickup at the Circulation Desk.
- B. Materials are given only to the requesting patron or a proxy patron.

XIV. Damaged Items

- A. Damaged items are either repaired at the library's expense or replaced. If the item is damaged and warrants repair or replacement, the patron is sent a Patron Activity Letter.
- B. Damaged Fee Schedule.

Damage Type	Fee
Missing barcode	\$5
Missing call number	\$5
Missing CD or DVD case	\$15
Missing music sleeve	\$15
Missing or damaged insert for a CD or DVD	\$10-\$20 depending on the length of insert
Damaged binding, in-house repair	\$5
Damaged item replacement, non-reserve	\$100
Other damage not specified	Varies

- C. Patrons who have been billed for a damaged item beyond repair may be able to provide a replacement copy at the discretion of the Collection Development Librarian. Reserve items are not eligible for replacement by the patron.
- D. A reserve item has a minimum replacement cost of \$100 plus a \$10 processing fee; if the replacement cost for a reserve item is greater than \$100, the patron will be charged the replacement cost, including shipping charges, and a \$10 processing fee.

XVI.

- A. This policy is subject to change without prior notice.

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