



Circulation Policy

Library Cards

Welcome to the Dwight Foster Public Library! Library cards are required to borrow materials from the library and may be required to utilize certain library services. To ensure accuracy, please bring your card with you when you want to check out materials or use the computers.

The library guarantees your right to privacy and will not disclose circulation or registration records except by court order. The library reserves the right to disclose circulation and registration records necessary for the purpose of debt collection or materials recovery. Please see the library's *Patron Privacy and Confidentiality* policy for further information.

Any person who lives in Wisconsin may apply for and receive a free library card after completing and signing a library card application and presenting proper current identification. A driver's license or state ID is a required form of verification. Library cards are non-transferable.

A parent/legal guardian must show identification and sign the library card application for anyone under 18 years of age. Parents are legally responsible for all fines and fees associated with the use of their children's cards. Parents are also responsible for monitoring their children's choice of materials.

Your library card is much like a credit card and should be treated as such since you are financially responsible for everything checked out on it. If you should lose your card or have it stolen, please notify us immediately. If your name or contact information changes, please report the change to us as soon as possible.

Replacement cards will be issued with proper identification and/or verification.

All borrowers will have to select a PIN upon registering for a library card. A PIN is a 4 digits sequence. Please be aware that once a PIN is entered into a patron's account, library staff is unable to see the PIN. If you should forget your PIN, it will have to be reset. For this reason we recommend that the PIN be something that is easy to remember, like the year you were born or the last 4 digits of your phone number.

The library is a member of the **Bridges** consortium. **Bridges** consists of the public libraries in Jefferson and Waukesha counties and provides access to over 2.3 million items. Your library card is honored in any of the libraries in the **Bridges** consortium. However, please be aware that policies, fines, and fees vary from library to library.

Managing Your Library Account

The library now offers many tools to help you manage your library account. You can go to the library's catalog online at fortlibrary.org at any time to see what is checked out on your account, renew items, and check the status of your holds. If you provide your email address, the library will send you email notices of items coming due prior to their due date, and notify you when your holds become available. If you have texting service on your cell phone, you can sign up for text message notifications.

The Dwight Foster Public Library no longer charges overdue fines on items checked out from our library. If you do not return your item(s) by the due date, you will receive overdue notices as a reminder but your account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, your account will be charged the replacement cost of the item and a bill will be mailed to you. Bring back this item as soon as possible and the replacement cost may go away.

On items that are long overdue, the library utilizes the services of either the police department or a collection agency to retrieve materials or collect payment for their replacement. Once a patron's account is sent to the collection agency, the items may no longer be returned for credit as they may already have been replaced. At that point, the patron is responsible for paying for the item(s) through the collection agency. Please see the library's *Policy on Unreturned Library Materials* for more information.

A set of DVDs, a book with a pamphlet, a kit, etc. is not considered returned until all pieces are back. Please make sure that everything is returned at the same time. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.

If you need to pay for a lost or damaged Dwight Foster owned item, you will be charged a standard replacement fee. If the lost item should be found please be aware that the Dwight Foster Public Library does not grant refunds, however exceptions may be made at the Director's discretion. Other libraries may charge additional processing fees for lost materials. These charges are determined by the owning library. The library strives to offer materials that are cleaned and free from defects. We appreciate you letting us know if you should encounter DVD/CD issues. However, the library assumes no responsibility for damage to patrons' equipment that may occur as a result of use of library materials.

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy.

Holds

If an item you are looking for is checked out, you may place a hold on it, and we will notify you when it is ready for pickup. An item will be held a maximum of 7 days so be sure to pick up your item promptly. The library reserves the right to suspend a patron's

“holds” privilege if items are consistently not picked up.

Interlibrary Loan

If the **Bridges** system does not own an item, please do not hesitate to ask about interlibrary loan! We may be able to get the item from another library outside of our system. Materials borrowed from other libraries are subject to the rules and regulation of the loaning library. Please note that all interlibrary loan items that were ordered for you by our library must be returned directly to our library so you get proper credit for return. The library reserves the right to refuse interlibrary loan service to patrons who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

All items except interlibrary loan items may be renewed three times unless there is a hold on it for someone else. Remember, the renewal period begins on the day of the renewal.

You may renew items by bringing them in or calling the library during regular library hours. You may also renew items yourself on the catalog computers in the library or by accessing the library’s online catalog (fortlibrary.org). You may renew items via the online catalog even during hours the library is closed. Keep in mind the library’s online catalog is down for scheduled maintenance during certain hours of the week.

Returns

Materials may be returned either to the drop slot in the lobby or the outside drop slot in the front of the building. Some large items will not fit into the drop slots and must be returned to the front desk. Additionally, the return bins have limited capacity so we ask that you not overload them at any one time. You may also return library materials to other libraries in our **Bridges** library system (Jefferson and Waukesha counties) and your items will be checked in at that time. Please note that all *interlibrary loan* items that were ordered for you by our library must be returned directly to our library so you get proper credit for return.

Lending Periods & Limits

1 week

Feature films DVDs

2 weeks

New adult fiction and nonfiction books

Magazines

TV Series and Nonfiction DVDs

Music CDs

Games, toys & puzzles

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and nonfiction books)

All audio books

All large print books

Pamphlets

4 hours

Library laptop—for use inside the library only

(See separate policy)

Reference books do not circulate. As such, they are always available for use by library users during open hours.

The library reserves the right to set additional checkout limits based on the library director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

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