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. Any person who lives in Wisconsin may apply for a free library card by completing and signing a library card application and presenting current photo identification. Library cards are non-transferable.

Cardholders are responsible for the items checked out on their library account and for ensuring their library account information is accurate and up-to-date. Replacement cards will be issued with proper identification or verification.

The Dwight Foster Public Library is a member of the Bridges Library System and the CAFÉ consortium. The CAFÉ consortium includes the public libraries in Jefferson and Waukesha counties and provides access to over two million items. Dwight Foster Public Library cards are honored in all of the libraries in the CAFÉ consortium. However, please be aware that policies, fines, and fees vary from library to library.

Library Cards for Minors

Children of any age are welcome to get a library card. A parent or legal guardian must provide identification and sign the library card application for anyone under 18 years of age. Parents are responsible for all fines and fees associated with the use of their children's cards. Parents are responsible for monitoring their children's choice of materials.

Three for Me Cards

The Dwight Foster Public Library will issue a Three for Me card to individuals who live in Wisconsin but either cannot present proper identification and proof of address or do not have a parent or guardian present to sign a child's library card application. Three for Me cards issued by the Dwight Foster Public Library should only be used at the Dwight Foster Public Library. Checkout is limited to three items at a time for the account. Holds are not permitted. When he or she has the necessary documentation, the patron may

complete a library card application and receive full library privileges.

Temporary Cards

The Dwight Foster Public Library will issue a temporary card to individuals who are living in Wisconsin temporarily. To receive a temporary card, individuals will be required to provide proof of their permanent address as well as their temporary address. Checkout is limited to five items at a time for the account. Temporary cards are valid for four months.

Library Account Management

The Library offers many tools to help cardholders manage their library account. Cardholders can go to the Library's online catalog or mobile app to see what is checked out on their account, renew items, and check the status of holds. The library can send notices of items coming due prior to their due date and notify patrons when their holds become available.

Cardholders may sign up for the reading history service to have their checkout history saved on their library account. Cardholders must opt-in for their reading history to begin being stored. The cardholder has the option to turn off the service and delete the reading history at any time.

Account Expiration and Renewal

To help the Library maintain an accurate cardholder database, library accounts expire every eighteen months. Library accounts may be renewed in person or over the phone by verifying all contact information. Most inactive library accounts will be deleted from the database three years after account expiration.

Holds

Cardholders may place holds on most circulating items in the CAFÉ catalog. The Library will send notifications when items are ready for pickup. An item will be held a maximum of seven days. The Library reserves the right to suspend hold privileges if items are consistently not picked up.

Interlibrary Loan

If the Bridges Library System does not own an item, cardholders may ask about interlibrary loan. The Library may be able to get the item from another library outside of

the Bridges Library System. Interlibrary loan items may not be renewed. All interlibrary loan items must be returned to the library where the request was placed and processed. The Library reserves the right to refuse interlibrary loan service to cardholders who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

Most items may be renewed up to three times provided no one else has a hold on it. The renewal period begins on the day of the renewal.

Cardholders may renew items by visiting or calling the Library during regular library hours. Cardholders may also renew items themselves through the Library's online catalog or the Library's mobile app.

Returns

Cardholders may return materials 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. Cardholders may also return library materials to other libraries in the Bridges Library System.

Materials with multiple parts, such as a set of DVDs, a book with a pamphlet, a kit, etc., are not considered returned until all pieces have been returned to the Library. 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.

Fines and Fees

The Dwight Foster Public Library is a fine free library. If a cardholder does not return item(s) by the due date, he or she will receive overdue notices as a reminder but the account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, the account will be charged the replacement cost of the item and a bill will be mailed to the cardholder. Cardholders are encouraged to return these items as soon as possible and the replacement costs may go away.

Cardholders may be charged a replacement fee for lost or damaged items. If a lost item is later found, please be aware that the Dwight Foster Public Library does not grant refunds. However, refund exceptions may be made at the Library Director's discretion. Other libraries may charge additional processing fees for lost or damaged materials. These charges are determined by the owning library.

The Library assumes no responsibility for damage to 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 in addition to the original amount charged.

Suspension of Library Borrowing Privileges

Cardholders will not be able to check out materials, renew materials, or request materials through interlibrary loan if their library account has charges of $10 or more.

Lending Periods

1 week
Feature film DVDs

2 weeks
New adult fiction and new adult nonfiction books
Magazines
Series and nonfiction DVDs
Music CDs
Interlibrary loan items

3 weeks
Most books (except for new adult fiction and new adult nonfiction books)
Audiobooks

Specialty items, including Explore Passes and items from the Library of Things, have special loan periods.

Some library items, including reference materials and newspapers, are not available for checkout and may only be used in the building.

The Library reserves the right to set checkout limits based on the Library Director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees
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