

Cofrin Library - Circulation Policy

Approved: May 2010

Revised: June 2015, January 2017, October 2019, April 2021, March 2023

I. Check Out

A. ID requirements

1. Patrons must have a UW ID or NEW ERA card to check out materials.
 - a. If a patron has a UW-Green Bay ID or a NEW ERA card, they can use a government-issued photo ID to check out materials.
2. If a faculty member wishes to allow someone else to check out items in their name, they must fill out a Faculty Authorization Form to allow this.
 - a. The person assigned must have borrowing privileges through their own card.

B. Community privileges

1. Patrons 18 or older that live in Wisconsin may apply for a free North East Wisconsin Educational Resource Alliance (NEW ERA) borrower's card.
2. Patrons must provide a valid photo ID and proof of current Wisconsin address.
3. If the patron does not have proof of current address, they may choose to receive the card in the mail.
4. Cards are valid for one year from the application date and may be renewed.
5. Patrons may check out up to 10 books at a time.

C. Loan periods

	General Collection	14-day loan	7-day loan	3-day loan	1-day loan	3-hour loan
Current Fac/Staff/Grad	Semester	AV media, laptops, GoPros	Most equipment, reference, board games, dice, RPGs, and maps	Journals/ periodicals, video game consoles and video games	Media room remotes, headphones, calculators	3-hour reserves, reservable room keys
Undergrad	28 days	AV media, Laptops	Most equipment, reference, board games, dice, RPGs, and maps	3-day reserves	Media room remotes, headphones, calculators, video game consoles and video games	3-hour reserves, reservable room keys
Community	28 days	AV media	Reference	None	Media room remotes, headphones, calculators	None
UW Borrower	28 days	AV media	Reference	None	Media room remotes, headphones, calculators	None

1. General collection - includes: All IMC areas, Music scores, Popular reading, Stacks, and Government documents.
2. In-house use or ILL/UW borrowing only
 - a. Microfilm, microfiche.
3. Non-circulating
 - a. Artist books, Indexes, Reference desk materials, Reference government documents, Zines, Archives.
4. Green Bay Symphony Orchestra score due dates are determined in consultation with library circulation staff.

D. Renewals:

	No Renewals	One Renewal	Two Renewals	Three Renewals	Additional Renewals
Current Undergraduate Students and Community	Equipment, Reference, Reserves, Video games and consoles.	CDs, DVDs, Vinyl, VHS	IMC, Music scores, Popular reading, Stacks, WI and Fed gov docs, Board games, Dice, RPGs	N/A	N/A
Faculty/Staff/ Graduate Students	Equipment, Reference, Reserves, Video games and consoles.	CDs, DVDs, Vinyl, VHS	N/A	IMC, Music scores, Popular reading, Stacks, WI and Fed gov docs, Board games, Dice, RPGs	*Contact circdept@uwgb.edu

1. *Additional renewals
 - a. Faculty or staff that have reached the renewal limit may be granted an extension.
 - b. Extensions will be considered for the following reasons: sabbatical, extended research project, writing a journal article, writing a book, medical complication.
 - c. All items to renew must be listed in renewal request.
 - d. Items may not be renewed more than 6 times.

E. Number of Checkouts

1. Current UW faculty, staff, and students – only limited for equipment.
2. Equipment – one of each type of item.
3. Community members – 10 items.
4. Community and emeriti – no equipment.

II. Borrower's Responsibilities

- A. Borrowers are responsible for items checked out to them.
- B. Borrowers are responsible for renewing or returning items by their due date.
- C. Items may be returned to any UW Library.
 1. Items checked out at one UW Library and returned to another will not be checked in until they arrive at their final location.
- D. Borrowers who return library materials damaged will be assessed a repair charge.

- E. If the item is not reparable, the borrower will be responsible for paying the full replacement fee and any other associated fees.
- F. Borrowers who lose items will be responsible for overdue and replacement fees.

III. Fines and Overdue Fees

- A. If an item is returned late, there may be replacement costs, processing charges, and/or overdue fees associated with it.
- B. Patrons with fines may be blocked from further check out privileges.
 - 1. Community patrons are blocked at \$5.00 of fines.
 - 2. Faculty, staff, graduates, and undergraduates are blocked at \$200.00 of fines.

	Overdue Charge	Considered Lost At	Replacement Cost	Replacement cost waived if item is returned within**
General collection	N/A	30 days past due date	\$100*	9 months of the lost date
Equipment, Video games and consoles	\$5 per day, max \$15	7 days past due date	Actual cost of item	30 days of the lost date
Reference items, RPGs, Board games, Dice	\$5 per day, max \$15	7 days past due date	Actual cost of item	9 months of the lost date
Reserves – 1, 3, 7, and 28 day	\$5 per day, max \$15	14 days past due date	\$100	30 days of the lost date
Reserves – 3 hour	\$5 per hour, max \$15	14 days past due date	\$100	30 days of the lost date
Reservable room keys	\$5 per hour, max \$15	14 days past due date	\$200	30 days of the lost date

*Some items are charged a replacement fee at the actual cost of the item.

**Overdue fines will still apply.

C. Fine Appeal

- 1. Patrons may appeal a fine within 21 calendar days from the fine notice.
- 2. Appeals will be answered within 2 weeks from the date submitted.
- 3. The decision made between the borrower and the Library is final and binding.
- 4. Decisions are based on a statement provided by the patron, the patron’s library record, previous appeals made by the patron, the total amount due on the account, and any other relevant information.
- 5. The following are NOT considered reasons on which an appeal may be based:
 - a. lack of understanding of library circulation policies
 - b. non-receipt of a notice
 - c. forgetting due dates
 - d. disagreement with library fine/fee structure
 - e. inability to pay fines/fees
 - f. materials loaned to a third party
 - g. materials returned to wrong library

- h. being out of town

IV. Holds

- A. A patron may put circulating, non-reserve items on hold at the main circulation desk.
- B. Books may be held for 10 days; periodicals for one day.
- C. If not picked up by the last day, items will be re-shelved.
- D. Distance Education students living outside the counties of: Brown, Manitowoc, Marinette and Sheboygan may have items ordered through Interlibrary Loan mailed to their address.
 - 1. The library will use the address on file with the University.
 - 2. Items mailed to patrons are checked out before they are sent. Patrons are responsible for any loss or damage that occurs in the mailing process.
 - 3. Patrons are responsible for return postage of materials.
 - 4. Patrons that do not wish to return items by mail may also return items to their nearest UW Library.

V. Equipment

- A. Current UWGB students, faculty, and staff may check out equipment.
- B. Equipment must be returned to the 3rd floor circulation desk to avoid charges.
- C. The Library is not responsible for damage or overdue fees for equipment returned to a book drop or the Plaza desk.
- D. All equipment is available on a first-come, first-served basis.
- E. Each person is limited to one item of each type of equipment.
- F. No reservations for groups of equipment will be allowed for events occurring during the academic year (August 16 – May 30).
- G. Reservations for groups of equipment may be made by current UWGB faculty or staff.
 - 1. For off-campus events only.
 - 2. Events must occur between May 31 and August 15.
 - 3. There are a limited number of reservable laptops, projectors, and handheld presenters.
 - 4. Reservations must be made at least two weeks in advance.
 - 5. The individual that checks out the equipment is responsible for any damage, loss, or overdue fees.
 - 6. Reservations are not guaranteed.
 - 7. Processing charges will apply for equipment reservations at \$20 per item per day.

VI. Reservable Room Keys

- A. Available to current UWGB students, faculty and staff.
- B. Patrons must show a valid ID to check out a key.
- C. Reservations are for 3-hour blocks and may be made up to 14 days in advance.
- D. Keys may be renewed if there is no reservation.
- E. Renewals may occur within 15 minutes of the end of the reserved time period.
- F. Rooms must be vacated 15 minutes before the Library closes.
- G. Any loss or damage to the key/room/property will be charged to the person who checked out the key.
- H. The Library is not responsible for personal belongings left unattended.

VII. UW Borrowing

- A. Requests may be made for items held by other UW libraries by UWGB students, staff, faculty, and emeriti.
- B. Patrons may request an unlimited number of circulating physical items.
- C. Course reserves, electronic resources, and physical copies of journals may not be requested.
- D. Arrival notifications will be sent to campus e-mail accounts.
- E. Patrons then have 10 days to pick up the item before it is returned.
- F. Loan periods are based on the patron and type of material (Loan periods for faculty, staff, emeriti, and graduate students are semester-long. Loan periods for undergraduate students are 28 days. CDs and DVDs have a 14 day loan period.)
- G. Renewals are allowed if the item is not requested or recalled.
- H. One renewal is allowed for CDs and DVDs, two for books checked out by undergraduates, and three for books checked out by faculty, staff, emeriti, and graduate students.
- I. Most lost or damaged items will be billed at the standard UW System replacement cost of \$100. Replacement cost may vary and additional processing fees might apply.

VIII. Interlibrary Loan (ILL)

- A. Requests for items from libraries outside the UW system may be made by UWGB students, staff, faculty, and emeriti.
- B. Some requests may have a fee associated.
- C. The due dates are set by the lending library.
- D. Loan periods range from 2 – 6 weeks.
- E. Electronic items will remain in the ILLiad system for 30 days.
- F. One renewal may be granted at the discretion of the lending library.
- G. Lost or damaged items are subject to replacement and other applicable fees as determined by the lending library.
- H. The UWGB Libraries will fill requests through Interlibrary Loan for undergraduate students from free sources only.
- I. For graduate students, faculty, and staff, the Libraries will pay up to \$50 for a request if the item is not available from a free source.
- J. If the request costs more than \$50, the person requesting the item will be responsible for any costs above \$50.
- K. Interlibrary loan staff will contact the person requesting the item to verify cost prior to finalizing the request to assure they are willing to pay the extra amount.

IX. Reserves

- A. Instructors may put physical items on reserve at the Library.
- B. Both personal and Library items may be placed on reserve.
- C. Due to copyright restrictions, we may not place materials from other libraries on reserve.
- D. To allow for fair use under copyright law, instructors should post electronic readings to their online course management system page.

X. 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 in the scope of their duties in the administration of the library.