

Cofrin Library - Circulation Policy

Approved: May 2010

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

I. Check out

A. ID requirements

1. Patrons must have a UW ID, NEWIL, or NEW ERA card 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) borrowers 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.
6. Items typically check out for 28 days and may be renewed twice unless requested by another patron.

C. Patrons under 18

1. If a patron is under 18 and affiliated with a local school district, they may receive borrowing privileges through their school library with a Northeast Wisconsin Intertype Libraries (NEWIL) card.
2. The patron should check with their school library for details.

D. Loan periods

1. General collection - includes: All IMC areas, Music Scores, Popular Reading, RAND documents, All Stacks, Theses, and Government Documents.
 - a. Undergraduates, community, UW system borrowers – 28 days
 - b. Faculty, staff, graduate students, emeriti – semester loan
2. 14 day loans
 - a. CDs, DVDs, VHS, Vinyl Records, Faculty/Staff Laptops, Faculty/Graduate student GoPros.
3. 7 day loans
 - a. Reference, Maps, most undergrad Equipment (excludes laptops, calculators, and headphones).
4. 3 day loans
 - a. Faculty Journals/Periodicals and Undergraduate Laptops.
5. 1 day loans
 - a. Media room remotes, Headphones, Calculators.
6. In-house use or ILL/UW borrowing only
 - a. Microfilm, microfiche.
7. Non-circulating

- a. Atlases, Artist books, Indexes, Phone Books, Reference desk materials, Reference Government Documents, Syllabi, Zines, Archives, Special Collection.
 - 8. Reserve items have varied loan periods, as short as 3 hours. Reservable room keys are limited to 3 hour check outs as well.
 - 9. Green Bay Symphony Orchestra score due dates are determined in consultation with staff.
- E. Renewals:
 - 1. No renewals
 - a. Compact, Equipment, Reference, Reserves
 - 2. One renewal
 - a. CDs, DVDs, Vinyl, VHS
 - 3. Two renewals
 - a. For Undergraduates: IMC, Music Scores, Popular reading, RAND documents, Stacks, Theses, WI and Fed Gov Docs
 - 4. Three renewals
 - a. faculty/staff/emeriti/graduate students: IMC, Music Scores, Popular reading, RAND documents, Stacks, Theses, WI and Fed Gov Docs
 - 5. 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.
 - d. Items may not be renewed more than 6 times.
- F. 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. Borrowers who return library materials damaged will be assessed a repair charge
- D. If the item may not be repaired, the borrower will be responsible for paying the full replacement fee and any other associated fees
- E. 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

2. Faculty, staff, graduates, and undergraduates are blocked at \$200.00

C. Lost items

1. General collection

- a. Considered lost at 30 days past the due date
- b. \$100.00 replacement fee per item
- c. Replacement fee is waived when the item is returned within 9 months.
- d. Some items are charged a replacement fee at actual cost.
- e. Other charges apply for equipment, reference, reserves, and keys.

D. 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

E. Equipment

1. Overdue fines are \$5.00 per day per item
2. Overdue maximum of \$15.00 per item
3. Lost at 7 days past due
4. Replacement fee at actual cost per item
5. The amount is reduced to \$15.00 if the item is returned within 30 days from the billing date.

F. Reservable equipment – Green Bay Campus ONLY

1. Overdue fines are \$15.00 per day per item
2. No overdue maximum
3. Lost at 7 days past due
4. Replacement fees at actual cost per item
5. No refunds on overdue fines.
6. Applies to all users of reservable equipment collection.

G. Reference Items

1. Overdue fines are \$5.00 per day per item
2. Overdue maximum of \$15.00 per item
3. Lost at 7 days past due
4. Replacement fee at actual cost per item
5. The amount is reduced to \$15.00 if the item is returned within 9 months.

H. Reserves

1. 3-hour items
 - a. Overdue fines of \$5.00 per hour per item
 - b. maximum \$15.00 per item.
 - c. Lost at 14 days past due
 - d. \$100 Replacement fee per item
2. 1-day, 3-day, 7-day and 28-day items
 - a. overdue fines of \$5.00 per day per item
 - b. maximum \$15.00 per item.
 - c. \$100 Replacement fee per item

I. Reservable Room Keys

1. 3 hour reserve rules
2. Replacement at \$200.00 per item

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.

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 on a first-come, first-served basis
- E. Each person is limited to one item of each type of equipment
- F. Reservable equipment is available for individual items at the Green Bay Campus ONLY
 1. Each person is limited to one item of each type of equipment.
 2. Reservations are allowed for current UWGB faculty, staff, and students.
 3. Reservations may be made up to 60 days in advance
 4. Reservations are not guaranteed.
 5. Repeated late returns will prohibit patrons from being able to reserve items in the future, as determined by library staff
- G. No reservations for groups equipment will be allowed for events occurring during the academic year (August 16 – May 30).
- H. Reservations for groups 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. Charges will apply for equipment reservations.

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 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 that are left unattended.

VII. UW borrowing

- A. Requests may be made for items from 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. 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 undergraduate books, and three for faculty, staff, emeriti, and graduate student books.
- 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 emeritus faculty
- B. Some requests may have a fee associated.
- C. Community patrons will be charged a fee for requests.
- D. The due dates are set by the lending library
- E. Loan periods range from 2 – 6 weeks
- F. Electronic items will remain in the ILLiad system for 30 days only
- G. One renewal may be granted at the discretion of the lending library
- H. Lost or damaged items are subject to replacement and other applicable fees levied by the lending library.
- I. The UWGB Libraries will fill requests through Interlibrary Loan for undergraduate students from free sources only.
- J. 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.
- K. If the request costs more than \$50, the person requesting the item will be responsible for any costs above \$50.

- L. 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.