

## UW Green Bay Libraries - Circulation Policy

Approved: May 2010

Revised: June 2015, January 2017, August 2018

### I. Check out

#### A. ID requirements

1. Patrons must have a UW ID, NEW ERA, or NEWIL (only at UW Green Bay) 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 NorthEast Wisconsin Educational Resource Alliance (NEW ERA) borrower 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. (At UW Green Bay, often a parent or teacher but no other exceptions made without 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. 28 day loans
  - a. Marinette Campus – Reference, Maps
3. 14 day loans
  - a. All CDs, DVDs, VHS, and Vinyl Records
  - b. UW Green Bay – Faculty/Staff Laptops, Faculty/Graduate student GoPros.
  - c. Manitowoc Campus – Periodicals (faculty)
  - d. Marinette Campus – Faculty journals/periodicals (faculty)
  - e. Sheboygan Campus – Periodicals
4. 7 day loans
  - a. UW Green Bay - Reference, Maps, most undergrad Equipment (excludes laptops, calculators, and headphones).
  - b. Manitowoc Campus – All laptops, equipment, Periodicals (students)

- c. Marinette Campus – None
- d. Sheboygan Campus - Laptops
- 5. 3 day loans
  - a. UW Green Bay - Faculty Journals/Periodicals and Undergraduate Laptops
  - b. Manitowoc Campus – None
  - c. Marinette Campus – Undergraduate laptop, Faculty/Staff laptop
  - d. Sheboygan Campus - None
- 6. 1 day loans
  - a. UW Green Bay – Media room remotes, Headphones, Calculators
  - b. Manitowoc Campus – Headphones, Calculators
  - c. Marinette Campus – None
  - d. Sheboygan Campus - Calculators
- 7. In-house use or ILL/UW borrowing only
  - a. UW Green Bay – Microfilm, microfiche
- 8. Non-circulating
  - a. UW Green Bay – Atlases, Artist books, Indexes, Phone Books, Reference desk materials, Reference Government Documents, Syllabi, Zines, Archives, Special Collection
  - b. Manitowoc Campus – Reference
  - c. Marinette Campus – None
  - d. Sheboygan Campus – Reference, Atlases, Indexes, Phone Books, Reference desk materials
- 9. Reserve items have varied loan periods
  - a. UW Green Bay – periods as short as 3 hours. Reservable room keys are limited to 3-hour check outs as well
  - b. Manitowoc Campus – Reserve item range: 2 hours – one semester.
  - c. Marinette Campus – Reserve item range 2 hours –one semester determined by faculty
  - d. Sheboygan Campus – 2 hours, 1-day, 3-day, 7-day
- 10. Green Bay Symphony Orchestra score due dates are determined in consultation with staff. (UW Green Bay)

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 Govt. Docs.
- 4. Three renewals
  - a. Faculty/staff/emeriti/graduate students: IMC, Music Scores, Popular reading, RAND documents, Stacks, Theses, WI and Fed Govt. Docs.
- 5. Additional renewals (Extensions determined on UW Green Bay by Head of Circulation)
  - 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 –
    - a. UW Green Bay– one of each type of item
    - b. Manitowoc Campus – Unlimited, but items may be recalled if additional requests are made during the loan period
    - c. Marinette Campus – one of each type of item
    - d. Sheboygan Campus – 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
  - 3. Faculty non-returns handled by VC for IT and Library via Departments
- 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. 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.
- G. 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. \$100.00 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. \$100.00 replacement fee per item
- H. Reservable Room Keys (Only UW Green Bay)
- 1. 3-hour reserve rules
  - 2. Replacement at \$200.00 per item

#### **IV. Holds**

- A. A patron may put circulation, 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 UW Green Bay students, faculty, and staff may check out equipment (at all campuses).
- B. Equipment must be returned to the 3<sup>rd</sup> floor circulation desk (UW Green Bay) and to the Circulation desks at branch campuses to avoid charges.
- C. The library is not responsible for damage or overdue fees for equipment returned to a book drop (UW Green Bay and Sheboygan Campus) or the Plaza desk (UW Green Bay).
- 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. No reservations for equipment will be allowed for events occurring during the academic year (August 16 – May 30) (UW Green Bay).
- G. Reservations may be made by current UW Green Bay faculty or staff (UW Green Bay)
  - 1. Events must occur between May 31-August 15,
  - 2. For off-campus events only
  - 3. There are a limited number of laptops, projectors, and handheld presenters available for reserve
  - 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.
- H. No reservations for equipment will be allowed at Sheboygan Campus

**VI. Reservable Room Keys (Specific to UW Green Bay)**

- A. Available to current UW Green Bay 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 UW Green Bay (all campuses) 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 UW Green Bay (all campuses) students, staff, faculty, and emeritus faculty
- B. Some requests may have a fee associated. UW Green Bay covers costs for faculty only
- C. Community patrons - no ILL

- 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.

**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.