

Circulation Policy Verona Public Library

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I. Purpose of Policy

(A) One of the primary purposes of the public library is to bring people together with the information they need. In keeping with this mission, the Verona Public Library strives to maintain the most liberal lending policy possible without allowing some borrowers to abuse their borrowing rights to the detriment of others.

(B) Verona Public Library is a member of the South Central Library System (SCLS) and adheres to the agreements made with this consortium. Some provisions of this policy are formulated to comply with requirements of this membership. Participation in SCLS affords liberal benefits to Verona borrowers, who have access to the facilities, collections, and services of member libraries.

(C) This policy applies not only to the general public, but also to staff, board members, Friends of the Verona Public Library, and library volunteers. Only materials ready for circulation and properly checked out may be taken from the library. Staff's failure to abide by this policy may result in disciplinary action.

(D) This policy is also designed to ensure that all users have equitable access to the services and materials of the Verona Public Library regardless of race, color, gender, national origin, age, religion, sexual orientation, or disability.

(E) The library patron is the most important person in the library. Service to patrons is not an interruption to work, but rather the purpose of it.

II. Library Card Holder Eligibility

(A) The library issues cards to individuals and organizations. General cards are issued for a four (4) year period. Special cards are issued for shorter periods. Verona cards are good at all public libraries and bookmobiles in the SCLS. Verona cards may also be used at public libraries with reciprocal borrowing agreements with SCLS. Some restrictions may be placed on borrowers by participating libraries.

(B) Any resident of the city of Verona is eligible to receive a free Verona Public Library card. Applicants 14 years of age and older must fill out the Library Card Application (see Appendix) and present acceptable photo and address identification at the time of application for a first card or a card replacement. If the patron wants to check out materials at the time of registration, photo ID AND proof of address must be shown. To attain proof of name and address, any combination of IDs can be used from the Acceptable Forms of ID for Registration list (see Appendix). If the patron does not have

proof of address, they will not be allowed to check out materials at the time of registration. The library card will be mailed to the address given by the patron, which will serve as verification of the address.

(C) Cards may be issued to children at any age. Applicants under 14 years of age, or those under 18 without a photo ID, must have a parent or legal guardian present. A parent or legal guardian's photo ID and signature are required at the time of library card application. Parents or guardians applying for cards for their children must have each child present to be issued cards. Children residing in two households will be issued a card only by the community or agency of primary residence, as stated by the parent or guardian.

(D) Daycares, teachers, or babysitters may bring pre-signed applications by the parent or legal guardian. The caregiver will be asked to vouch for the accuracy of the information on the application provided by the parent or guardian. Each child must be present to be issued a card.

(E) Upon turning 18, a new application form must be completed and signed. The existing card will then be given "adult" status whereby all financial responsibility will be the card holder's rather than the parent's or guardian's.

(F) Verona Public Library accepts applications for library cards for non-residents living within the boundaries of SCLS. Provided the applicant meets the requirements to obtain a library card, a card from their municipal library will be issued for Dane County, Madison, and Fitchburg. Applications will be forwarded to the home library to be kept on file. For all other municipalities, a Verona Public Library card will be issued with the proper Sort Field (formerly PSTAT) entered, and applications will be kept on file with the Verona Public Library.

(G) Registered library users are responsible for informing the library of any name, address, or status changes.

(H) Renewals of library cards are possible so long as patrons remain eligible. Cards not used for two (2) years will expire. Patrons not using their card within one (1) year after the expiration date will have their registration purged from the computer—provided they do not have outstanding fines—and will have to reapply for a card.

(I) Only one (1) library barcode number will be issued to each individual.

(J) Verona will not issue cards to individuals having fines and fees in excess of Verona's suspension limit at any other library until those matters are resolved (see Sec. VII, F).

(K) City of Verona community organizations, city departments, and local businesses may be issued organizational borrowers' cards for use by authorized individuals when the organization needs to borrow library materials for organizational purposes. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. These individuals will then be issued separate cards. The organization, city department, or business assumes responsibility for any library materials checked out on the card(s). All rights and responsibilities held by individual card holders will be assumed by organizational card holders. These cards will be issued for one year. Card renewals are possible as long as organizations remain in business. Organizations outside the city of Verona should apply directly to their home libraries. It is the responsibility of the head of the organization to inform the library of staff changes. Materials for personal use may not be checked out on the card. Library staff have the right to question patrons using an organizational card to check out what appears to the staff member to be personal use items. Approval or denial of use of an organizational card to check out any item at the library is the employee's sole discretion. Abuse of this privilege will result in the head of the organization being notified and/or revocation of the organization's card.

(L) Homebound: Any Verona resident who, because of temporary or permanent physical disability, finds it difficult or impossible to visit the library in person is eligible for Homebound Delivery Service. This privilege will only apply so long as the resident is homebound. The patron's existing library card will be switched to a HOMEBOUND status. Patrons may elect to utilize the Dane County Home Delivery Service or the Verona Public Library service.

(M) Temporary residents: Any individual residing in Verona on a temporary or part-year basis may be issued a card upon providing local address verification. A suitable expiration date will be determined. Permanent address identification must be presented and the information entered into the patron record. These cards are free as well.

(N) Borrowers residing outside of SCLS may have their home library cards barcoded for use in SCLS, provided they meet library card registration guidelines.

(O) Milwaukee County Federated Library System has not negotiated an approved reciprocal borrowing agreement with the SCLS. Therefore, Milwaukee County residents who do not qualify as temporary residents by not providing local address verification must purchase a library card to receive borrowing privileges at the Verona Public Library. These cards are valid for one year. The fee for such a card is \$75. The fee is based on what other non-residents pay through the Dane County Library Tax. This section also applies to out-of-state borrowers.

(P) Library card registration; changes to patron phone numbers, address, or email; or other patron account information issues must be handled at the Service Desk.

III. Rules for Borrowing

(A) In order for all users to receive efficient and accurate service and so the library can protect patron privacy, borrowers must present their library cards each time they check out or renew materials. A onetime exception may be made if borrowers can provide photo identification. Staff will verify address and phone number against the patron record. However, abuse of this courtesy will not be tolerated as patrons are encouraged to bring their library cards.

(B) Any borrower with fines or fees in excess of the library's suspension limit may not check out until the matter is resolved (see Sec. VII, F).

(C) Reference materials, reserve items, and the current issues of magazines and newspapers are non-circulating and may not be checked out.

(D) Users without their library cards or identification may request that selected items be held for them for three (3) days. Materials found on the shelf in the library in response to telephone or email requests may also be held for three (3) days for pickup.

(E) It is library policy that no borrowing restrictions are placed on anyone, including children. The responsibility for the use of library materials by children rests with their parents and/or legal guardians (see Collection Development Policy Sec. VII for further details).

(F) The Library Director will determine limits on specific formats (book, audiovisual materials, magazines, etc.) based on the size and popularity of these collections, with the goal being to provide optimum equitable access (see Sec. VI).

(G) The maximum number of items a patron may have checked out at any one time is 100.

(H) Circulation services conclude at closing.

(I) The Verona Public Library is not liable for any damage to personal equipment that may occur from the use of library materials.

IV. Return of Library Materials

(A) Verona Public Library materials may be returned to any SCLS public library or bookmobile. Materials returned to non-public libraries, such as school, academic, or special libraries, remain the responsibility of the patron.

(B) If items have fines or fees associated with them, and the patron wishes to pay the fines, the patron should bring the items to the Service Desk for immediate check-in and fine payment. Otherwise, all returned items should be placed in either the interior or exterior book drops.

(C) Receipts for fine or fee payments can be given upon request, but general receipts of delivery for returned items will not be given.

(D) Patrons may access and print information from their patron record at the public access terminals or from any off-site computer connected to the Internet, provided they have their library card number and personal identification number (PIN) password available.

V. Holds

(A) Requests for materials may be accepted from registered patrons. Requests may be made in person, by phone, or by Internet access to the library catalog. Library card barcode numbers are required to place holds in person or over the phone. Staff may look up a patron's library card number with photo ID on occasion. However, abuse of this courtesy will not be tolerated as patrons are encouraged to bring their library cards to expedite the process and ensure accurate and efficient service for all patrons. Callers must be prepared to provide their library card barcode number to request holds without exception. Patrons placing their own holds by Internet access to the library catalog will need their library card barcode number and PIN password.

(B) Hold notices are sent to patrons via email, telephone, text-message, or United States Postal Service (USPS). Text-message notifications may not be detailed depending on the character limits of each phone/service plan.

(C) Hold notices indicate a date after which materials will be returned to the shelves or to owning libraries. Per agreements with SCLS, unless extenuating circumstances arise, items remain on the hold shelf for eight (8) days after the library receives them. Patrons may request an extension to the hold if there are no other holds.

(D) Patrons who fail to check out holds before the expiration date may have their names added to the bottom of the hold list if they desire.

(E) To protect patrons' privacy, holds will only be checked out to the patron requesting them or to people the patron authorizes. A patron must complete the Holds Pickup Authorization Form to authorize other people to check out his/her holds (see Appendix). To comply with Wisconsin State Statute §43.30 parents or guardians of children under 16 must complete the Holds Pickup Authorization Form as well, but they can sign for their children. To do so, they must first prove they are the custodial parent or guardian (see Sec. XII (C) 3). If proof of custody is established, but the parent or guardian does not have the child's library card number, staff can complete the authorization without the card number. Staff will place an OPAC note that the patron will see that reads, "A Holds Pickup Authorization was completed by your parent(s)/guardian(s). This is allowable by state law until you turn 16. Holds authorization expires on your 16th birthday. If you continue to want this/these person(s) picking up your holds you must sign the Holds Pickup Authorization Form yourself." Staff will also place a Circulation Note that appears at checkout for staff that reads, "The Holds Pickup Authorization for all parties expires when each minor turns 16. At that time, the 16 year old patron must decide if they want to continue the arrangement and sign the Holds Pickup Authorization Form themselves thus complying with Wisconsin State Statute §43.30." To checkout holds on the express-check machines it is necessary to use the card of the patron who placed the hold. The express-check machines will not recognize other names/cards, even those listed on the Holds Pickup Authorization Form.

(F) Patrons may select or request pick-up locations other than Verona Public Library when placing holds on items in the shared SCLS catalog. However, items unavailable in the SCLS catalog must be requested as an outer-library loan (OLL) at the library where pick-up is desired.

VI. Loan Periods and Renewals

(A) The loan periods for books (with the exception of new adult fiction, and Walk-in collections), instruction kits, and audio books are 28 days.

- (B) Walk-in titles are a browsing collection of popular adult books. The loan period is 14 days for Fiction and 28 days for Non-fiction, and they cannot be placed on hold or renewed. Patrons who do not want to wait on a long holds list can checkout these items if found on the shelf.
- (C) Red Hots are a browsing collection of popular children's fiction books. The loan period is 28 days, and they cannot be renewed or placed on hold.
- (D) Smokin' Hot Reads are a browsing collection of popular teen books. The loan period is 28 days, and they cannot be renewed or placed on hold.
- (E) The loan period for new adult fiction, magazines, newspapers, music CDs, CD-ROMs, and videogames is 14 days.
- (F) The loan period for DVDs; and Blu-rays is seven (7) days.
- (G) A renewal period of the same length as the initial loan period is granted for any item (with the exception of the Walk-in browsing collection) unless it has been placed on hold for another patron. Items may be renewed twice. Renewals retain the borrowing rules of the library where the item was originally checked out. Renewal items do not have to be in-hand to be renewed.
- (H) Patrons may renew items by telephone two different ways. Patrons can call the library during library hours and supply library staff with their library card barcode number. Patrons can also call the automated telecirc phone number at 608-242-4700. To use telecirc, patrons must key in their library card barcode number and PIN.
- (I) Patrons can also renew items using the online public catalog. Their library card barcode number and PIN password are necessary for online self-renewals.
- (J) The loan periods and renewal rules for OLL materials are determined by the lending institutions.
- (K) Verona Public Library lends its materials to all qualified libraries. Requests for materials or photocopies from individuals or libraries outside of reciprocal borrowing agreements need the approval of the Library Director.

VII. Fines and Fees for Overdue, Lost, and Damaged Materials

- (A) Patrons are responsible for all materials checked out on their library card. Materials are considered overdue if the library does not receive them by the end of the business day on the date due. "End of the business day" is defined as the library's publicly posted closing time for that day. Materials should be returned in either the interior or exterior book drops. Materials returned in the book drop when the library is closed are considered to be overdue if they are returned on or after their due dates. Expected closure dates, like holidays, will not register as due dates upon checkout. Therefore, materials will never be due on an expected closed date. In the event the library experiences an unexpected closure date, like a closure due to a snow storm, the library will backdate items on the next business day to the date the unexpected closure first began.
- (B) Items checked out from the Verona Public Library, whether the item is owned by the Verona Public Library or borrowed from another library inside or outside of SCLS, accrue daily fines when overdue.
- \$.10/day – Adult books, adult magazines, adult audio books, CDs, and newspapers.
 - \$.05/day – Children's and teen books, children's audio books, and children's magazines.
 - \$.50/day – DVDs, Blu-Rays, CD-ROMs, and videogames.
- (C) If patrons provide the library with a valid email address for library notification, two (2) days prior to an item's due date, the patron will receive a courtesy pre-overdue notice reminding them to either return or renew the item(s). Patrons who do not elect email as their notification method cannot receive the pre-overdue courtesy message. Patrons without email will receive overdue notification via USPS.
- (D) After the items are overdue for 14 days the library issues a notice to the patron either via email or USPS. If the item is not returned, overdue fines continue to accrue through the 28th day overdue. A patron may renew overdue items before the 29th day overdue two (2) times unless the item is on hold

for another patron or renewal restrictions apply to that item. Renewing before the 29th day overdue will prevent the item from being considered lost, but additional overdue days beyond each renewal loan period will accrue additional overdue fines. Example: A book with a \$.10/day overdue fine is checked out and overdue 28 days = \$2.80, then renewed and overdue again 10 days = \$1.00, and then renewed the final time and overdue 25 days = \$2.50, totaling \$6.30 in overdue fines for that item.

(E) The library's main goal with overdue fines is to get its materials back. Therefore, as an incentive for patrons to return items, the library has instituted maximum overdue fine amounts of \$10, \$5, and \$3 depending on the type of materials. Overdue fines should be less than the cost to replace the item. In instances where the overdue fine equals or exceeds the replacement cost, library staff can adjust the fine to \$1.00 less than the replacement cost, unless the fine originates from a checkout completed at another library.

(F) On the 29th day overdue, the item is considered lost. At that time, the patron is billed for the replacement cost of the item. This is considered the final bill. Twenty (20) dollars or more in fines or fees will suspend the borrowing privileges of patrons. The card used to check out the item(s) may be blocked from checking out any additional library material if the replacement cost charge for a lost or damaged item and/or overdue fines puts the fines and fees owed to \$20 or more. This block will remain until the lost item is returned and/or fines and fees are paid.

(G) If an item is returned within six (6) months after the item is considered lost, the fine to the patron is reduced from the replacement fee to the overdue fine, provided the item is not damaged. Additionally, patrons are required to pay for items believed to be lost. Doing so as soon as possible will reinstate their borrowing privileges. If a lost item is subsequently found and returned within six (6) months of the lost date, the patron will receive a refund, less any overdue fines that apply, provided the item is not damaged.

(H) If a patron believes that an item checked out on his/her card was returned, the library can put a "claims return" on the item, and its replacement cost is removed from the patron's financial responsibility. If the patron finds and returns the item, the patron is charged the appropriate overdue fine, which is less than the replacement cost. Patrons are allowed a maximum of three (3) "claims returns" per patron per 12-month period. The patron is responsible for subsequent lost items on his/her card.

(I) Patrons are billed for materials returned to the library that are found to be damaged beyond normal wear and tear. Damaged but still usable materials are mended according to an established set of Procedures (see the Collection Development Policy, Sec. V, for related information).

(J) Patrons are charged a replacement cost for materials they check out that are irretrievably lost or damaged beyond repair. The replacement cost is the retail price of the item rounded to the nearest dollar. When retail price is unavailable, the SCLS agreed-upon average price is used for that type of material. This schedule of charges shall be reviewed annually by the Library Directors in SCLS to reflect changes in the average cost of library materials.

(K) Other than in very specific circumstances, such as when an item is out of print, historical, or otherwise irreplaceable, the library does not accept replacement copies of lost or damaged items in lieu of charges because if the replacement copy subsequently falls apart due to poor construction, the library has no recourse for refund or replacement as it would when it purchases items from a vendor.

(L) The library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Overdue, lost, or damaged fines and fees after the date of the decree will not be cleared.

(M) Except for OLL items that are loaned to Verona Public Library from outside SCLS, materials loaned to Verona Public Library for local borrowers fall under Verona Public Library overdue policies. However, lost and damaged charges are set by the item's owning library, and borrowers will be held responsible for all special assessments for lost or damaged items placed by lending institutions.

VIII. Insufficient Funds

(A) If a patron bounces a check, the amount bounced will be placed back on the patron's account. Additionally, if the bank charges the library an insufficient funds charge for a patron's bounced check, the fee the bank charges the library will be passed on to the patron.

(B) After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash.

IX. Lost, Damaged, or Stolen Library Cards

Cards that are lost or damaged beyond use will be replaced at a charge of \$1.00. There will be no charge for replacement of an expired card, a card reported stolen, or for patrons who move to Verona from another library within SCLS.

X. Senior Citizens

(A) The library recognizes that senior citizens as a user group can be more restricted in their mobility and finances than the population as a whole. Therefore, the library exempts senior citizens from overdue charges.

(B) To qualify for this exemption, patrons must be 65 years old or older. The qualification age is based on the earliest age for full retirement defined by the Social Security Administration.

(C) Patrons already having this exemption prior to the adoption of this policy, but who are under 65 years old, will be grandfathered in.

(D) The exemption does not automatically enact at a patron's birth date through the computer system. Staff will do their best to catch new occurrences and offer this exemption to patrons who qualify, but senior citizens should notify staff of their status change to opt in to the exemption.

(E) Overdue notices will be sent, but overdue fines are not charged on materials checked out on senior citizens' cards.

(F) Lost and damaged charges still apply to senior citizens. Sec. VII of this policy applies to senior citizens with the exception of any mention of overdue charges.

XI. Classroom Cards

(A) While the library does not directly support local educational institutions' curricula, it recognizes that the materials it supplies supplement the curricula within the community. From time to time, teachers need to draw upon the public library materials for classroom activities. The library understands that classroom activities sometimes run beyond the regular library loan periods. Therefore, educational institutions within the city of Verona that apply for an organizational borrowers' card per Sec. II, K, of this policy will be considered Fine-Free Organizations.

(B) Classroom cards will be issued to each teacher who is on the list of authorized individuals supplied by the principal, director, or head of the organization.

(C) Patrons must have their classroom library card present to check items out. Classroom cards are to be used for educational purposes directly related to classroom instruction and learning. Materials for personal use may not be checked out on the card. Library staff have the right to question patrons using a classroom card to check out what appears to the staff member to be personal use items. Approval or denial of use of a classroom card to check out any item at the library is the employee's sole discretion. Abuse of this privilege will result in overdue fines being charged on existing checkouts and cancellation of the classroom card.

(D) Classroom cards may not be used to check out rental books.

(E) The Verona Public Library recommends that teachers keep items checked out on this card in their possession or in their classroom and not send items home with students.

(F) The organization is financially responsible for lost or damaged items. A card with multiple lost or damaged charges will be blocked from use until payment is made.

(G) Multiple holds needing to be placed on a single title must be done with librarian assistance. If the same request for items happens annually, the library will encourage the school library the teacher is affiliated with to purchase the necessary items. Future requests of those same items may be denied as the Verona Public Library supplements but cannot be a substitute for fully supporting school curriculum needs for ongoing annual curricula.

(H) The loan periods for items checked out on classroom cards are the same as regular loan periods. Items may be renewed up to two times if there are no holds placed on the items.

(I) Overdue notices will be sent, but overdue fines are not charged on materials checked out on classroom cards.

(J) Lost and Damaged fees will be charged. Sec. VII of this policy applies to classroom cards with the exception of any mention of overdue charges.

XII. Confidentiality of Library Records

(A) As described in Wisconsin State Statute §43.30, public library records and all circulation and other records that identify the names of library users, especially as they connect library users with material or services used, are confidential.

(B) The following exceptions to the confidentiality law are noted in §43.30(1m):

1. By court order.
2. To persons acting within the scope of their duties in the administration of the library or library system.
3. To persons authorized by the individual to inspect such records.
4. To custodial parents or guardians of children under the age of 16 as required under §43.30(4).
5. To libraries as authorized under §43.30 subs. (2) and (3).
6. To law enforcement officers under §43.30(5).

(C) The following guidelines will be observed in providing any records to custodial parents or guardians of children under the age of 16 who do not have the library barcode:

1. Library records to be supplied include items currently checked out, due dates for those items, overdue items, items on hold, items waiting to be picked up, and any fines owed, as well as any records that show use of the library's computers.
2. Library records not required to be supplied include address, phone number, age, etc. of the child. This information must be edited out of any record supplied to a custodial parent or guardian.
3. Library staff should request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other set of documents that demonstrates to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested. Information regarding library records will be provided over the phone only when a library barcode number is provided.

(D) Records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government including law enforcement except when a warrant, subpoena, or other court order is presented, as stipulated by §43.30(1m).

(E) §43.30(5)(a) and (b) provide no need for law enforcement to have a court order only when:

1. A law enforcement officer is investigating criminal conduct alleged to have occurred at a library. In such instances, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
2. A library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance. In such instances, the library may disclose the records to the law enforcement officer.

(F) The following guidelines will be observed in providing records to law enforcement that provide a court order:

1. The law enforcement officer/agent will be asked for identification including badge number, name of the law enforcement agency, officer/agent's name, and telephone numbers.
2. The library will attempt to verify the law enforcement officer/agent's identity by calling the local headquarters of their parent agency. The phone number they give the library should not be used. Instead, the number should be looked up.
3. The library will attempt to contact the library's legal representation before a court order is acted upon.

(G) The following guidelines will be observed in providing records to persons authorized by the individual to inspect such records:

1. These persons must have the library barcode number.
2. The Holds Pickup Authorization form only grants access to pick up holds waiting for the patron but does not authorize the person to inspect patron library records.
3. Information concerning materials placed on hold may only be given out to a person who provides the barcode number from the card in question, even if the person is listed on the Holds Pickup Authorization form. Individuals may be asked to present identification in person to receive this information.

XIII. Library Theft Law

(A) The City of Verona, in its Municipal Code, Chapter 3 Sec. 11-3-4, and Wisconsin State Statute §943.61 have set forth what constitutes Theft of Library Material. The penalty for a conviction of breaking these laws is defined in the City of Verona Municipal Code, Chapter 1 Sec. 1-1-7 and in §943.61(5)(a) and (c).

(B) Theft of Library Materials includes:

1. Intentionally removing library items from the library without checking them out.
2. Failure to return an item after its proper return date, after written notice.
3. Marring, defacing, or damaging items owned or on loan to the library.

(C) These laws give an official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence the ability to detain the person in a reasonable manner to deliver the person to a peace officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls but shall not be interrogated or searched against his or her will before the arrival of a peace officer who may conduct a lawful interrogation of the accused person.

(D) Conviction for breaking these laws carries a penalty defined in the City of Verona Municipal Code, Chapter 1 Sec. 1-1-7, of a fine of no less than \$25 and no more than \$1,000 for each offense in addition to paying the costs of prosecution. Furthermore, the City also has all other remedies afforded by the Wisconsin Statutes in addition to the penalties listed in Sec. 1-1-7. §943.61(5)(a) carries the repercussions of a Class A misdemeanor if the value of the library materials does not exceed \$2,500, or §943.61(5)(c) carries the repercussions of a Class H felony if the value of the library materials exceeds \$2,500.

(E) See City of Verona Municipal Code, Chapter 3 Sec. 11-3-4, and Wisconsin State Statute §943.61 for more detail.

(F) While the law provides the library with the option for legal police action, in most cases, the library will exhaust all other means it has at its disposal before law enforcement action is taken.

Appendix of the Circulation Policy includes:

“Acceptable Forms of ID for Registration”

“Library Card Application”

“Holds Pickup Authorization Form”

This policy replaces any previous policy regarding circulation.

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