

Somerset Public Library Checkout Policy

Revised: August 2018 | Approved: April 2017 | To Be Reviewed: 2022

To obtain a free library card you simply have to show proof of residency. A valid driver's license, current passport, paycheck stub, or recent utility bill are qualifying documents. Public libraries in Wisconsin are supported in part by local taxes which is your invitation to access the various resources at no cost. As part of a multi-county system, your card may be used at over 50 libraries in the area, either in person or through the online portal where you can request items and have them sent to Somerset, free of charge. A short application must be filled out in person before a card is issued.

Out-of-state borrowers will be charged \$25/per year for each individual library card. There is no reciprocity agreement among bordering states.

Kids aged 5-17 need to have a parent/guardian co-sign and ultimately be accountable for materials borrowed. Parents/Guardians may request records of their 5-15 year olds under WI Statute 43.30. By signing the responsibility statement on the application, the borrower agrees to abide by the lending durations and potential *penalties for returning items late, damaged or established as **lost.

Library cards are mandatory when using the self-checkout system and when logging on to the public computers. Staff will require verification of your identity to retrieve account information if you forget your library card. Lost cards can be instantly replaced for a nominal fee. An inactive card is one that has not been used in three years and will require a new application be filled out before a replacement card can be issued.

21-DAY Items:

Books | AudioBooks | Music CDs | Storytime Kits | Rubber Stamp Sets >Fines = 10¢ / day

14-DAY Items:

Multiple disc DVDs [typically TV series] >Fines = \$1.00 / day

7-DAY Items:

DVDs & Video Games >Fines = \$1.00 / day

Magazines >Fines = 10¢ / day

LUCKY DAY Items:

These are duplicate copies of items in high demand that are available for *local* checkout only.

NO REQUESTS | NO RENEWALS | NO EXCEPTIONS

Best Selling Books & Music CDs check out for 7 days >Fines = 50¢ / day

Newly Released DVDs check out for 3 days >Fines = \$1.00 / day

***Penalties:**

Fines can be avoided by renewing items online BEFORE the date due. The lending library will determine if an item requires replacement due to damage by the borrower. If an account has a balance of \$10.00 or more, both borrowing privileges and computer use will be suspended until the dollar amount is \$9.99 or less.

****Lost Items:**

*Patrons who return **Somerset** material within 30 days of that item status being changed to LOST/PAID may request a refund if the item is in good condition and able to circulate once more.*