

## UW Stevens Point Libraries—Circulation Policy

### I. Check out

- a. ID requirements
  - i. Patrons must have a UWSP ID or Community Card to check out materials
- b. Community Borrowers
  - i. Patrons 18 or older that live in WI may apply for a Community Card
  - ii. Patrons must provide a valid photo ID and proof of current WI address
  - iii. If patron does not have physical proof of current address, electronic pay stubs or billing statements (on a mobile device) are permissible
  - iv. Cards are valid for three years from the application date and may be renewed
- c. Patrons under 18
  - i. Patrons under 18 affiliated with a local school district must secure borrowing privileges through their classroom teacher
  - ii. The patron should check with their school library and classroom teacher for details
- d. Loan periods
  - i. 28 day loans
    1. Most books, audiobooks, government documents, theses
  - ii. 14 day loans
    1. All CDs, DVDs, VHS, assorted media items
  - iii. 7 day loans
    1. Current and bound periodicals
  - iv. Non-circulating
    1. University Library—Newspapers, Reference, Archives, Rare books, Special Collections, Foundation Collection
    2. UWSP @ Marshfield—Reference
    3. UWSP @ Wausau—Reference
  - v. Varied Times
    1. UWSP @ Marshfield—equipment
      - a. Semester
        - i. Webcams
      - b. 3 day
        - i. Laptops (user agreement required)
      - c. 1 day
        - i. Calculators, headphones
        - ii. Clickers (faculty only)
    2. UWSP @ Wausau—equipment
      - a. 3 day
        - i. Laptop, headphones, headsets, webcams, microphone, voice recorders, calculator
  - vi. Reserve items have varied loan periods
    1. Reserve item periods range from 3 hours to 7 days

- e. Renewals
  - i. One renewal
    - 1. Current and bound periodicals, Reserve items
  - ii. Three renewals
    - 1. Books, government documents, DVDs, CDs, VHS, Theses, Audiobooks, puppets
  - iii. Additional renewals (Extensions determined on UWSP by Librarian or University Staff)
    - 1. Items may not be renewed more than 3 times. Contact Circulation Desk for assistance.
- f. Number of Checkouts
  - i. Current and emeritus faculty and staff—150 items
  - ii. Current graduate and undergraduate students—100 items
  - iii. Community borrowers—20 items

## **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 will be responsible for the full replacement fees of any lost or irreparably damaged items checked out to their account

## **III. Fines and 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 in excess of \$200.00 will be blocked from further check out privileges
- c. Lost items
  - i. Items are considered lost at twice their checkout period
  - ii. \$100.00 replacement fee per item
    - 1. UWSP @ Marshfield
      - a. Per user contract, \$500.00 replacement fee per lost laptop
  - iii. Replacement fee is waived when the item is returned within 90 days
  - iv. Student fees are transferred to the Bursar and applied to students' UWSP student accounts at the end of each semester.
  - v. Fees transferred to the Bursar are non-refundable.
- d. Fine Appeal
  - i. Patrons may appeal a fine within 21 calendar days from the fine notice
  - ii. Appeals will be answered within 2 weeks from the date submitted
  - iii. The decision made between the borrower and the library is final and binding
  - iv. 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
  - v. The following are NOT considered reasons on which an appeal may be based:
    - 1. Lack of understanding of library circulation policies
    - 2. Non-receipt of notice

3. Forgetting due dates
  4. Disagreement with library fine/fee structure
  5. Inability to pay fines/fees
  6. Materials loaned to a third party
  7. Materials returned to the wrong library
  8. Being out of town
- e. Equipment (applicable at Branch Campuses)
- i. UWSP @ Marshfield and UWSP @ Wausau
    1. Laptop checkout requires user agreement.
    2. \$100.00 replacement fee for equipment.
    3. \$500.00 replacement fee for laptops
    4. Replacement fee is refunded if item is returned within 90 days
- f. Reference Items
- i. May only be loaned at the discretion of a Reference librarian
  - ii. Lost at 7 days past due
  - iii. Replacement fee of \$100.00 for lost or damaged items
- g. Reserves
- i. 3 hour items
    1. Overdue fines are \$0.01 per minute per item
    2. Maximum \$15.00 per item
    3. Lost at 3 days past due
    4. \$100.00 replacement fee per item
  - ii. 1 day, 3 day, and 7 day items
    1. Overdue fines of \$2.00 per day per item
    2. Maximum \$15.00 per item
    3. Lost at 7 days past due
    4. \$100.00 replacement fee per item

#### **IV. Holds**

- a. Faculty, staff, graduate, and undergraduate students may put circulation, non-reserve items on hold at the main circulation desk
- b. Items may be held for 10 days
- c. If not picked up by the last day, items will be re-shelved

#### **V. Equipment (Available at branch campuses)**

- a. UWSP @ Marshfield
  - i. Equipment checkouts require valid UWSP student or faculty ID
  - ii. Clickers are available only to current faculty
- b. UWSP @ Wausau
  - i. Equipment checkouts require valid UWSP student or faculty ID
  - ii. Loan period extensions may be granted upon request at the discretion of library faculty and staff

#### **VI. Reservable Rooms (University Library only)**

- a. Available to current UWSP, UWSP @ Wausau, and UWSP @ Marshfield graduate and undergraduate students
- b. Group Study Rooms require 2 valid UWSP student ID cards to check out a key

- c. Reservations may be made for up to 4 hours, and may be made in advance within the span of the semester
- d. Reservations require only 1 UWSP student ID, but checkout will require 2
- e. Extensions up to 4 hours may occur within 15 minutes of the end of the time period
- f. An additional 4 hours is available by exchanging the initial key for a second and continuing in a second study room if there is no reservation
- g. A student may come to the checkout desk with a separate member of the study group to exchange IDs if they wish to leave before the reservation has ended
- h. To return the key and reclaim IDs, all occupants must vacate the room and both students must be present with the key in exchange for their ID cards
- i. Preview Rooms and Practice Presentation Rooms require 1 UWSP student ID card
- j. Reservations for Preview Rooms may be made for up to 4 hours
- k. Reservations for Practice Presentation Rooms may be made for 1 hour
- l. If there are no reservations, Practice Presentation Rooms may be renewed 1 time, for 1 additional hour
- m. Rooms must be vacated 15 minutes before the library closes
- n. Any loss or damage to the key/room/property will be charged to the persons who checked out the key
- o. The library is not responsible for personal belongings that are left unattended

## **VII. UW Resource Sharing**

- a. Requests may be made for items from other UW libraries by current UWSP (all campuses) students, staff, faculty, and emeriti
- b. Patrons may request as many circulating physical items as their item checkout limit allows
- c. Course reserves, electronic resources, and physical copies of journals may not be requested
- d. Notifications will be sent to campus email accounts
- e. Patrons have 10 days from the items' arrival to pick up items before they are returned
- f. Loan periods are based on the patron and type of material
  - i. Loan periods for faculty, staff, emeriti, and graduate students are semester-long. Loan periods for undergraduate students are 28 days. All CDs and DVDs have a 14 day loan period
- g. Three renewals are allowed if the item is not requested or recalled
- h. Lost or damaged items will be billed at the standard UW System replacement cost of \$100.00.
- i. UWSP Libraries do not allow patron-initiated recalls of our items. Use of UW Resource Sharing and Interlibrary Loan is encouraged for items currently unavailable due to Resource Sharing loans.

## **VIII. Interlibrary Loan (ILL)**

- a. Requests for items from libraries outside the UW system may be made by current UWSP (all campuses) students, staff, faculty, and emeriti
- b. Community patrons—no ILL

- c. The due dates are set by the lending library
- d. Electronic items will remain in the ILLiad system for 30 days only
- e. Renewals may be granted at the discretion of the lending library
- f. Lost or damaged items are subject to replacement and other applicable fees levied by the lending library
  - i. Fines will be transferred to the patron's UWSP Libraries account
  - ii. Once UWSP Libraries have paid the lending library, fine forgiveness and refunds will be unavailable

**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. It is possible to place physical items from one UWSP campus library on Reserve for a class being taught at a different UWSP campus
- e. 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.