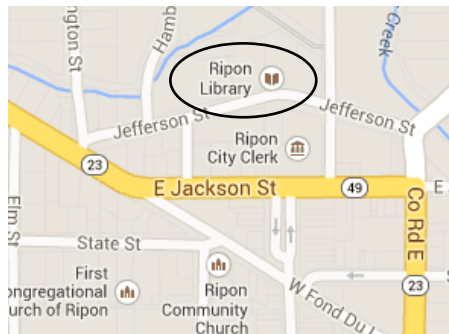


## Ripon Public Library

120 Jefferson St.  
Ripon, WI 54971

Telephone: 748-6160

www.riponlibrary.org



# Circulation Policy

Includes Internet &  
Computer Use Policy

Last updated: Apr. 2019

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### Library Hours

Monday – Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 4 p.m.
Sunday	1 p.m. – 4 p.m.

### Summer Hours Changes (Memorial Day – Labor Day)

Saturday	9 a.m. – 1 p.m.
Sunday	Closed

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### Winnefox System Libraries

*Only one card is needed for access to all of these libraries:*

Berlin	Brandon	Campbellsport	Coloma
Endeavor	Green Lake	Hancock	Kingston
Markesan	Menasha	Montello	Neenah
Neshkoro	North Fond du Lac		Oakfield
Omro	Oshkosh	Oxford	Packwaukeee
Pine River	Plainfield	Poy Sippi	Princeton
Redgranite	Ripon	Wautoma	Westfield
Wild Rose	Winneconne		

**Circulation and/or Internet Policy content revised by the  
Ripon Public Library Board November 2015  
Miscellaneous content updated: April 2019**

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### Obtaining a Library Card

Persons may be issued a library card by providing current identification and, if necessary, proof of address, showing one of the following:

- Residence in the City of Ripon
- Enrollment at Ripon College
- Residence in the Winnefox service area, which includes the counties of Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago)

Persons not meeting these requirements will be considered for a library card on a case-by-case basis.

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### Teacher Cards

Persons teaching at public or private schools, daycare center employees, and certified homeschoolers, within the Winnefox Library System, are eligible for a “Teacher Card” to be used for curriculum-related materials. Use of the card for checking out personal items may result in the loss of teacher privileges. “Teacher Card” holders must have a regular library card and it must not be blocked or barred for any reason or else use of the “Teacher Card” will be restricted. Materials checked out on this type of card are fine-exempt, but the borrower is still responsible for returning the materials in accordance with the Library’s loan period and for payment for lost or damaged materials.

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### Age Requirements

There are no age requirements to obtain a library card, but a signature by a parent or legal guardian is required for all persons under 18 years of age. Parents can exercise the option to not give permission for their children to borrow videocassettes and DVDs from the adult collection by signing for this restriction on the registration form.

## Loan Periods

Most items in the library check out for a period of four weeks (28 days) with the following exceptions:

Blu-Ray, DVD, VHS	7 days
Magazines	} 14 days
New children's materials	
New adult and YA fiction	
Toy library items	
Other items as marked	
Interlibrary loan items	as marked

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## Checkout Limits

Up to 100 items may be checked out on a card at any given time. Some materials have checkout limits, as follows:

Blu-Ray / DVD / VHS:	25 total	MakerSpace: 2 (ages 13+)
Book-on-CD / Playaway:	25 total	Toy Library: 3

Toy Library and MakerSpace items must be returned to the front desk at the Ripon library.

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## Fine Rates / Maximum Fines

Adult material, not including videos	\$.10 / day	(\$5 max)
New children's material, not including videos & toys	\$.10 / day	(\$5 max)
All other children's material, not including videos & toys	\$.05 / day	(\$3 max)
Video recordings (Blu-Ray, DVD, VHS)	\$.50 / day	(\$5 max)
Toy Library Items	\$.50 / day	(\$5 max)
Maker Space items	\$1.00 / day	(\$30 max)
Interlibrary loan items	\$1.00 / day	(\$30 max)

**Fine rates are per day, per item. There is no grace period.**

Only authorized copying of software and data is permitted.

Sending, receiving and displaying text or graphics which may reasonably be considered as pornographic are prohibited.

The display of threatening, harassing or abusive language and/or images is prohibited.

Internet stations may be used for educational, informational and recreational purposes; not unauthorized, illegal or unethical purposes.

Functions which interfere with the security of the computer and the network are prohibited. These functions may change as the security software being used changes.

Users may not access the computer operating system or make any modifications to the hardware or software installed on the computers.

Filtering software is installed to prevent users from connecting to pornographic and other prohibited sites.

Users may request that the filter be turned off if it is blocking access to legitimate sites.

Users may not engage in activities that disrupt or interfere with the use of the computer system or network. Users may not attempt to crash or degrade performance of the computer system or network.

Failure to comply with these rules will result in loss of Internet access privileges.

The library offers free wireless Internet access to persons with laptop computers. This network is not filtered and users are not required to have a signed *Internet Use Agreement Form* on file, but the same rules apply to users of both the wired and the wireless networks.

Library staff are available for assistance, but may not be familiar with every application you want to use. In cases where in-depth instruction is needed, library staff will attempt to provide resources for users to study.

Information on the Internet is in a state of constant change and it is not possible for the library to control it. Policies which apply to the purchase of library materials do not apply to the Internet. It is the responsibility of parents or legal guardians to monitor their children's use of the Internet and to determine what is appropriate.

Daily computer usage is currently limited to 3 hours total per day. Individual sessions may be limited to one hour.

## Returns, Renewals and Holds

Unless otherwise indicated, library materials may be returned at any time in the outside book drops or during regular hours at the circulation desk. Items with yellow "interlibrary loan" bands should always be returned, if possible, to the circulation desk.

Persons returning non-book material in the outside book return may be assessed fines for any damage which occurs to these materials in the return bins.

Any item from within the Winnefox Library System may be renewed two times, unless other patrons have requested the item.

Interlibrary loan items (those items from outside the Winnefox System) are not renewable.

Overdue items may be renewed at the library if the total amount owed by the borrower does not exceed \$10.00.

Holds may be placed on most items. Users will be notified by phone or email when requested materials are available. There is a limit of 50 outstanding holds at a time.

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## Internet and Computer Use Policy

The Internet is available for educational and informational purposes by persons who agree to comply with the following guidelines by signing an *Internet Use Agreement Form*.

Users must have a valid Ripon Public Library card. Valid cards belong to the patron using the computer station and are not blocked, barred, in collections, expired, or otherwise unusable for checkout. A user whose account has been referred to the library's collection agency per the Circulation Policy will not be allowed to use a computer until the amount owed has been paid in full and the collection status cleared. The library card must be presented at the time the Internet station is to be used. Children under 18 years of age must have on file an *Internet Use Agreement Form* signed by a parent.

Two people may work together at an Internet station provided the second user has the permission of the person who has signed up.

Internet stations are available to qualified users on a first-come, first served basis.

## Default Replacement Costs for Lost Items

<u>Material</u>	<u>Replacement Cost*</u>
Adult Non-Fiction	\$35.00
Adult Fiction	\$30.00
Adult Paperback	\$10.00
Adult Large Print	\$35.00
Audio Cassette	\$30.00
CD	\$20.00
CD—Book	\$40.00
Playaway	\$60.00
Picture Book	\$23.00
Board Book, Paperback	\$10.00
Juvenile Non-Fiction	\$23.00
Juvenile Fiction	\$23.00
Juvenile Paperback	\$8.00
Magazine	\$8.00
New Fiction	\$30.00
New Non-Fiction	\$35.00
New Children's Book	\$23.00
Newspaper	\$2.00
Pamphlet	\$2.00
Cassette & Book	\$20.00
Cassette—Children's	\$15.00
Video Cassette – Adult	\$30.00
Video Cassette - Juv.	\$30.00
DVD	\$25.00
Interlibrary Loan Item	\$100.00

\* The actual replacement cost of any item may exceed the default cost; default costs will be used when actual costs are not available.

Patrons may purchase a new or like-new replacement item, subject to staff approval, plus pay a \$5.00 processing fee in lieu of the actual or default costs.

Toy library replacement costs are marked on the individual items.

## Fines and Restrictions

Persons owing a total of \$10.00 or more in outstanding and accruing fines will not be allowed to check out materials, renew or reserve items, or use public computer stations until fines are paid.

Patrons who sign up for email notification will receive a courtesy pre-due notice followed by overdue notices. Other patrons will receive automated overdue notices by phone and/or regular mail.

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## Overdue Items and Collection Agency Referral

A bill for replacement of lost materials will be sent when an item is 30 days overdue. If materials are not returned or paid for within 45 days overdue, patrons owing \$25 or more will be referred to Unique Management Services (UMS), a collection agency. At this time a \$15 referral fee will be added to the account.

UMS will attempt to contact patrons in collections by phone and in writing in an effort to get materials returned.

Once an account goes to collection, the patron's card will not work for checking out material, using library computers, or accessing online library-sponsored services. All lost items must be returned or paid for, and any outstanding balance on the card must be paid in full, before the collection status will be cleared and the patron's account will be usable.

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## Refunds for Lost Items

When a formerly lost and paid-for item is returned to the library within six months of payment, the patron may be entitled to a refund of the amount paid less a processing fee equal to the maximum overdue fine for the item in question (generally, \$5 for adult material and \$3 for children's material). Patrons are responsible for any fines that accrued before the item was paid for. Either the patron must present the receipt for the item or staff must find a copy of the receipt in the library receipt book. A copy of the receipt must be submitted as an invoice to, and will be paid via a check mailed out from, City Hall.

## Lost / Damaged Items

Users responsible for the loss of materials or for irreparable damage to library materials will be assessed the replacement cost of materials. A processing fee to cover the cost of library packaging will be charged.

Persons responsible for damage to materials will be assessed the cost of repairs. Common repairs include:

Plastic book jacket .....	\$1.00
Audio cassette or CD album .....	\$7.00
CD jewel case .....	\$2.00
Playaway case .....	\$5.00
DVD case .....	\$2.00
Video cassette case .....	\$2.00
Security tag .....	\$2.00
Canvas hang-up bag.....	\$12.00
Torn or missing barcode .....	\$1.00
Missing DVD insert.....	\$2.00
DVD / CD resurfacing .....	\$2.00

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## Replacement Cards

Although there is no charge for initial issuance of a library card, a charge of \$1.00 will be assessed for each replacement card. Refunds will not be given if the lost and paid for card is later found.

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## Equipment Loans

Library Cardholders who are at least 18 years of age may check out the following audiovisual equipment:

<u>Type</u>	<u>Loan Period</u>
Portable Projection Screen	24 hours
Slide Projector	24 hours
Watt's up? Electricity meter	2 weeks

There is no charge for the initial loan period; however, overdue fines will be charged at the rate of \$1 / day on all equipment loans.