

River Falls Public Library Circulation and Fine Free Policy

Approved: 03/07/2022

Free Library Cards

Free library cards will be issued to persons of any age who are residents of Wisconsin and Minnesota. Applicants are required to provide one form of identification showing name and current residential address before being issued a library card. *Maintaining current contact information is the responsibility of the cardholder.*

The identification presented must be adequate for verifying that the person is who they say they are, and that the address is current. Staff are authorized to determine whether the form of identification presented is adequate for these purposes and what constitutes acceptable identification in special circumstances.

College students are eligible for library cards if they present an identification card from their Wisconsin college or university, plus one other form of identification showing a permanent address.

The signature of a parent or guardian is required on a juvenile application for a library card.

Transitory and temporary residents are eligible for a free library card. Applicants must provide proof of a local residential address for their temporary residence and a current driver's license or state identification card. The maximum number of items allowed on a temporary resident's card at any time is two (2). Temporary or transitory residents may not check out circulating Wi-Fi hotspots, equipment, kits or interlibrary loan (ILL) materials.

Loan Periods

The library has established different loan periods and limits for different types of materials. Check out periods are set by RFPL staff to support access. Current loan periods are posted on the library's website (<https://www.riverfallspubliclibrary.org/borrowing.html>) and are available at the service desk.

Renewing Items

Materials not on a hold list for other patrons may be renewed up to two (2) times. Wi-Fi hotspots, laptops, chrome books, book club kits and other pieces of equipment are not renewable. Items may be renewed online, in person, or by phone.

RFPL staff may use their discretion in extending the loan period for items owned by the RFPL. Extensions are provided, for example, for the convenience of patrons who are vacationing and unable to return materials within the usual checkout period.

Returning Items

Most items can be returned to the River Falls Public Library or any MORE Public Library location.

When a library is closed, please return items to after-hours book returns.

Wi-Fi hotspots and other pieces of equipment must be returned to the library from which they were checked out.

Items borrowed through Interlibrary Loan (loans from outside the MORE library system) must be returned to the library from which they were checked out.

Financial Responsibility

The River Falls Public Library is a tax-supported public institution. Patrons are financially responsible for items checked out on their library card and the cards of their minor children.

As a tax-supported institution, it is the responsibility of the library staff to serve as good stewards of the materials entrusted to our care and to attempt to keep those materials available for use by all patrons.

Fine Free Library

RFPL is fine free. This means NO OVERDUE or LATE CHARGES.

What is the difference between fines and bills?

Fines are punitive. Bills are charges for circulating materials that have been damaged, lost or a patron simply failed to return them.

What does fine free mean for you?

- You will no longer receive a daily late fine on overdue items.
- You are still responsible for returning your items.
- The library will still send you two courtesy notices to remind you to return your items.
- If items are not returned after two notices, the item will be billed.
- If you have overdue fines from other libraries in the MORE library consortium, you are still responsible for paying these.
- If you check out or renew materials that are owned by another library in the MORE library consortium, you may still be charged fines based on that library's fine policy (many still have fines, some do not).
- Bills for lost or damaged items still apply.

Overdue Courtesy Notices and Bill Notice

The Library is not responsible if notifications are not received by the cardholder.

Apart from two exceptions, the notice schedule shall be as follows:

- First late notice at 7 days after due date
- Second late notice at 21 days after due date
- Bill notice at 35 days after due date

Technology equipment exception:

- First late notice at 3 days after due date
- Second late notice at 6 days after due date
- Bill notice at 13 days after due date

Inter Library Loans (ILL) exception:

- First late notice at 7 days after due date
- Second late notice at 14 days after due date
- Bill notice at 28 days after due date

Bill Assessment and Payment

Bills are equal to the original list price according to our item records. The lending library determines the replacement cost of an ILL item.

In cases where materials are returned with damage or with missing parts that make the material unusable, the original purchase price for the item will be assessed to the patron's record.

Paid bills are non-refundable. The Library does not accept customer-purchased replacements.

Bills can be paid in person by cash, check or online using a credit card. To pay online, log in to your account.

Waiving Bills for Replacement Costs

As custodians of both the collection and the public's trust, the Library is committed to fair and consistent application of our policies. Holding all users equally accountable for the use of the Library and any bills incurred is part of meeting that public obligation.

Waivers or reductions of bills may be made on a very limited basis at the discretion of the Circulation Manager, Library Director, or their designee in the event of certain extenuating circumstances, which may include:

- Natural Disaster
- Manmade Disaster – Accident or Criminal Act
- Medical Emergency – Self or Family Member
- Family Emergency
- Financial Hardship
- Loss or Theft of Library Card

Loss of Privileges

Patron accounts that carry a balance that exceeds the library's threshold will have their borrowing privileges suspended. The current threshold is posted on the library's website

(<https://www.riverfallspubliclibrary.org/borrowing.html>) and available at the service desk.

The patron's card cannot be used to borrow physical or digital materials until the balance is reduced below that threshold.

Library staff may deny borrowing privileges to patrons who do not present their library card or other form of identification.

Copyright Law

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute materials without the explicit permission of the copyright holder.

Any person who publicly performs or displays audiovisual material except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use.

The library reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.