

Rock Springs Public Library
251 Railroad Street
Rock Springs, WI 53961
(608) 737-1063
<https://rockspringslibrary.com>

Approved by Library Board: 09/12/2023; 3/9/21 UPDATED 11/08/2022, 05/14/2023
A member of the South Central Library System

CIRCULATION POLICY/ LIBRARY MISSION STATEMENT

The Rock Springs Public Library is a community gathering place that provides cultural, educational, informational, and recreational resources to support life-long learning interests for people of all ages. The Library will survey the community and its patrons, anticipate the needs, interests, hours of operation, and programming, and insure that adequate funding support is available.

PURPOSE OF THE POLICY

The purpose of having a Circulation Policy is to ensure that the library functions well and has answers to questions in place and agreed upon by the library board.

The Library offers free access to materials in print, media, and electronics to all patrons. The Rock Springs Public Library supports the principles and guidelines of intellectual freedom found in the First Amendment of the United States Bill of Rights, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. The Library endorses the Freedom to Read statement as prepared by the American Library Association and the American Book Publishers Council.

Library Bill of Rights Statement:

<https://www.ala.org/advocacy/intfreedom/librarybill>

“The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.” Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Freedom to View Statement:

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

“The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.” This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

“The freedom to read is essential to our democracy.... We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.” This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

SCOPE OF THE COLLECTION

The Library will survey the community and current patrons regarding collection material interests.

The collection of materials in the Rock Springs Public Library is as follows:

- **Children's Board/Picture Books**
- **Beginner Readers**
- **Youth Non-Fiction**
- **Kits/Games/Puzzles/Legos/Local Newspapers/Knitting Looms/Magazines/Pasta Machine**
- **Youth Fiction**
- **Graphic Novels: Youth, Young Adult, Adult**
- **Young Adult Fiction/Non-Fiction**
- **Non-Fiction**
- **Adult Fiction**
- **Classical Adult Fiction**
- **Large Print Fiction/Non-Fiction**
- **Christian Fiction**
- **Local History**
- **Juvenile/Adult Audio-Books**
- **Ancestry.com**
- **E-Print/Photocopies**
- **Libby**
- **Transparent Language**
- **5 Patron Computer Access**

RESPONSIBILITY FOR SELECTION

The Rock Springs Public Library strives to provide current topics and titles in high demand, information on a broad range and variety of subject matter including local and state history, in forms of print and electronic materials. Patrons may donate items and offer suggestions for new items of interest of which may be added at the discretion of the library staff.

CRITERIA FOR SELECTION

The Library will acquire materials of current popular interest for people of all ages in the community while also promoting books of various topics currently in the Rock Springs Public Library and the SCLS system. The Library will supplement the availability of high-demand, high-interest materials through patron-place holds in the SCLS system.

WEEDING GUIDELINES

Items should be in good and clean condition. Books that have worn clear plastic covers should be replaced, torn pages mended, and marks noted. Check Audio CDs/Blu-Ray/DVDs for scratches, cases for damage. Replace as needed. Materials should be weeded out if: the material in the book/item is outdated, checkouts are very low and promoting item does not encourage circulation, item material has proven to not uphold the Library's mission statement, or item material is beyond repair.

Suggested Weeding Schedule for Rock Springs Public Library

- January: Children's Picture books: condition, checkouts, topic. Weed if damaged and not being checked out.
- February: Annual Report. No weeding.
- March: Weed the DVDs. This a longer month. Start with the Juvenile section, then the Adult movies, next the TV miniseries, and finish with the Non-Fiction.
- April: Weed the YA section. Look at the collection as a whole in terms of topic, number of checkouts, condition, relatable to the current age group. Some books have a timeless theme. Others are not popular anymore.
- May: Adult Fiction. Same idea as the YA.
- June-August first 2 weeks: No weeding (summer program).
- Last 2 weeks August: Beginner Reader and Y Fiction.
- September-December: Y Non-Fiction and Non-Fiction, Christian Fiction, Adult Large Print.

GIFTS/DONATIONS

Material gifts and donations will be accepted on the basis of condition of materials, potential library use, or at the discretion of the director and/or library staff. Material and monetary gifts and donations will be recorded. A note of appreciation (Thank you card/note) will be mailed to the donor(s). Those who wish to have a receipt for tax purposes may get a copy of the "Formal Letter/Tax Donation Receipt." An example is included at the end of this policy.

RECONSIDERATION OF CHALLENGED MATERIALS

Library users make their own choices as to what they will use/check out based on individual interests. We support the right of each patron and each family to decide what library items are appropriate for their children. Responsibility for a child's use lies with his or her parent or guardian. In the event that an item causes a concern in terms of content or location, a verbal and written request can be submitted for the library staff and/or library board to review and decide how best to handle the situation on a case-by-case decision.

Obtaining a Library Card

- Persons providing a current photo ID along with proof of residence in Wisconsin, except for Milwaukee County, may be issued a library card.
- Examples of documents that provide proof of residence include a driver's license, recent cancelled mail such as a utility bill addressed to the applicant, a check stub, a personal check, a hunting or fishing license, or a lease agreement. If desired, the library will mail a postcard to the address provided by the applicant to facilitate the provision of proof of residence.
- Persons whose permanent residence is out of state but own property in Sauk County are also eligible for a library card. Presentation of a property tax bill will provide proof of property ownership.
- The library card can be used in any public library in the South Central Library System (SCLS).
- A parent or legal guardian must sign the registration form for patrons under age 16.

Card Updates and Replacement

- For updates of expired cards and address changes, staff will ask the patron to state current address, phone, and birthdate. ID and proof of address may be requested for confirmation.
- Although a patron's first card is free, a charge of \$1.00 will be assessed for each replacement card. Refunds will not be given for lost cards that have been replaced and are later found.

Library Loans

- You may have up to 100 items on your card at any time.
- There is a daily limit of 20 CDs, and 20 BluRays/DVDs per card.
- You may have up to 5 adult videogames, 5 juvenile videogames, 5 CDs, and 40 BluRays/DVDs on your card at any time.

Loan periods

- 28 days for books, audio books, and some DVDs
- 14 days for books in high demand, and magazines
- 7 days for most DVDs
- Reference and most local history materials do not circulate
- Libby materials vary by format

Returns and Renewals

- Any SCLS item may be renewed twice if not on hold for another patron.
- Renewal of out-of-system interlibrary loan items may be permitted.

- Out-of-system interlibrary loan items checked out at the Rock Springs Public Library must be returned to the Rock Springs Public Library circulation desk.

Fines

- Patrons are charged a fine for a lost item only.

Lost Items

- Patrons are responsible for returning materials by the date they are due without notification from the library.
- Patrons will be mailed an overdue notice for items more than 28 days past due. Materials that are 29 days overdue are considered lost.
- When a lost item is returned, the replacement charge is waived.
- The replacement charge for a lost item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is lower. The owning library may authorize a patron to purchase a replacement.
- Lost materials that are paid for and subsequently found are eligible for a refund for up to 30 days from the date of payment provided the item is returned in the same condition it was loaned.

Damaged Items

- Patrons will be billed for items returned with damage sufficient to prevent their continued circulation as judged by library staff.
- The replacement charge for a damaged item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is (higher, 3/9/21) **lower (11/08/2022)**. The owning library may authorize a patron to purchase a replacement.
- Library staff will notify the patron by mail about a damaged item being held for inspection. The letter will include the title of the item, the amount owed, and a description of the damage. Damaged items will be held for 60 days after the bill is issued.

Items with Missing Parts

- Patrons will be billed for replacement of items returned with a missing part or parts.
- The replacement charge for an item is based on the retail price of the item when it was purchased or the current replacement cost, whichever is higher. The owning library may authorize a patron to purchase a replacement.
- Library staff will notify the patron when an item is returned with a missing part or parts. After 60 days if the part or parts are still missing, the patron will be billed for the item. Library staff will notify the patron by mail. The letter will include the title of the item, the amount owed, and a description of the missing part or parts.
- Exceptions may be made at the discretion of library staff.

Claims Returned Items

- Used when a patron believes an item has been returned, but the item cannot be found by the owning library. The patron's account will not be charged the lost materials charge.

- Patrons are limited to 3 “claims returned” items per year.

Borrowing Privileges

- Patrons must have their library card to check out materials.
- Exceptions may be made at the discretion of the staff member at the desk. If an exception is warranted, the staff member must see a current photo ID or personally know the patron.
- A patron in physical possession of a library card other than their own is authorized to use the card for circulation of library materials unless the card has been reported to the library as lost or stolen.
- A patron in physical possession of a library card other than their own is not authorized to use the card to access library computers.
- A patron may authorize others to pick up their items requested through LINKcat. Only the guarantor can authorize others to pick up items requested through LINKcat on a juvenile account.
- Borrowing privileges will not be extended to cardholders with more than \$20.00 in charges on their account. When the amount owed is paid down to \$20.00 or less, borrowing privileges are restored.
- Patrons with charges on their account totaling (\$50.00 3/9/21) **\$20.00 (11/08/2022)** or more will be mailed a “Statement of Unresolved Charges” (3/9/21) and a “Lost Book Recovery Letter.” (11/08/2022) *(Cardholders with more than \$50.00 in charges on their account who do not respond to overdue notices and statements of unresolved charges will be assessed an additional fee of \$10.00 and forwarded to a materials recovery service. 3/9/21) **Taken out: 11/08/2022***
- If a patron repeatedly fails to comply with circulation policies the librarian reserves the right to limit the items a patron can check out.
- The library is not responsible for damage to a patron’s electronic equipment from use of library materials.
- Patrons are responsible for items damaged in the book drop.

Constitution of the United States

<https://constitution.congress.gov/constitution/amendment-1/#amendment-1>

First Amendment Explained:

- Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific

library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

ROCK SPRINGS PUBLIC LIBRARY

P.O. Box 246 • Rock Springs, Wisconsin 53961 • 608-415-2282 • rockspringslibrary.com

Formal Letter/Tax Donation Receipt

[Date]

[Name]

[Street Address]

[Town, State Zip]

Dear [Name],

Thank you for your gift of [amount] to the Rock Springs Public Library. We can't thank you enough for your donation and the support you are showing to the community of Rock Springs.

Your gift will support literacy and learning in this community, helping people change their lives through reading. Your donation will support not only the construction of a new library but will aid in supporting reading programs and needed furnishings for our new library.

We are a tax-exempt organization and your donation qualifies as a tax deduction should you care to take it. This letter will serve as your receipt.

Thank you again for assisting the Rock Springs Public Library.

Sincerely,

[Sign]