

RACINE PUBLIC LIBRARY

Circulation Policy

Adopted by the Library Board April 17, 2008

Purpose

The Racine Public Library (RPL) loans materials to eligible customers.

In order to provide this service in an orderly and equitable manner to all users, while complying with the legal and financial restrictions applicable, the Racine Public Library adopts the policies stated in this document.

Eligibility

All residents of the City of Racine and customers who pay City of Racine property tax are permitted to borrow library materials from RPL. All non-residents are permitted to borrow library materials from RPL as long as agreements are in force for reimbursement or reciprocal borrowing. Non-residents not covered by an agreement will be charged to borrow library materials. Customers who have their library privilege suspended or are blocked from checkout because of unpaid bills are not permitted to borrow library materials.

Library Cards

Any customer who wants to borrow library materials from RPL must register for a library account by submitting a prescribed application form, provide proof of identity, and proof of current residence. Library accounts issued by other Libraries sharing our database can be used to borrow materials.

Checkout

Materials are checked out to the customers library account with a due date given. In order to encourage prompt return of library materials, overdue fines are charged for materials returned or renewed after the due date. Holds can be placed on circulating items. Materials not on hold may be renewed by the customer.

All materials borrowed must be checked out by the customer. The customer assumes responsibility to return materials in good condition and in a timely manner. The customer is responsible to pay overdue fines. The customer is responsible to pay for the repair or replacement of materials damaged while checked out. The customer is responsible to pay for materials not returned.

Copyright

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. All responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such violations.

Rules and Regulations Governing Circulation of Materials

The Library Director shall be responsible for developing and implementing procedures governing circulation of library materials. These procedures shall be consistent with the principles outlined in this policy. The Library may establish loan periods, item limits, and renewal limits to ensure that loan activities will be carried out in a fair and orderly manner.

Revised by the Racine Public Library Board of Trustees on 5/19/94, 1/19/95, 2/16/95, 11/16/95, 2/19/98, 3/18/99 and 4/17/2008.