

MORE Circulation Policy

Approved by MORE Directors Council, 5-21-2021

Policy amendments recommended by MORE Operations Committee, 11-19-2024

Additional policy amendments recommended by MORE Executive Committee, 12-6-2024 and 1-3-2025

LOAN PERIODS

Loan periods are determined by the library where the item was checked out, referred to as the lending library.

~~LUCKY DAY COLLECTIONS~~

LOCAL HIGH INTEREST COLLECTIONS

~~See MORE's Lucky Day Policy:~~

~~<https://docs.iflweb.org/more/files/administration/Lucky%20Day%20Policy%2020180301.pdf>~~

Local high interest collections, or collections that only circulate locally such as Lucky Day and Rental Collections, must adhere to, at minimum, a 1:1 ratio of free circulation to locally circulating items. This ratio may not include any items purchased with MORE Collection Development Funds. There are no holds on any local high interest items. Local high interest items are not renewable.

~~Local High Interest items should be returned to their home library location. If lucky day items are returned to a non-owning library, please contact the owning library for instructions for return. do not check the item in, make a dated note in the item record that the item was sent back to the owning library from the non-owning library.~~

Each library will determine the size, composition and fee structure associated with the collection.

FINES/FEES

Fines are determined by the lending library. MORE member libraries may not allow checkout of other MORE member library's materials on cards with fines/fees exceeding \$10. Individual libraries may circulate their own materials to [cardholders](#) at their discretion. If [cardholders](#) owe replacement fees, effort should be made to resolve the outstanding fees, including communicating with the charging library.

See MORE's Fine-Waiving Policy:

<https://docs.iflsweb.org/more/files/administration/Fine%20waiving%20policy%2020191115.pdf>

LIMITS

A limit of 200 items may be checked out on a single card at one time, exceptions listed in the document below. Individual limits on formats may be set by the lending library.

See MORE's Patron Blocks document for exceptions: <https://www.ifls.lib.wi.us/knowledge-base/patron-blocks/>

Cardholders and staff may renew items up to 2 times if there are no holds. Renewals must be at the request of the **cardholder**.

HOLDS

A limit of 100 items may be placed on hold on a single card at one time, exceptions listed in the document below. **Cardholders** should be encouraged to place holds via the online catalog.

See MORE's Patron Blocks document for exceptions: <https://www.ifls.lib.wi.us/knowledge-base/patron-blocks/>

LOANING WITHIN MORE

MORE member libraries must circulate materials according to their lending rules to all MORE-member library **cardholders** with an account in good standing.

MORE member libraries are ~~encouraged~~ **required** to circulate materials to other MORE member libraries, **except when:** ~~Exceptions may be made at the discretion of the owning library only in instances where circulating an item:~~

- **Circulating the item** may cause damage to that item.
- **Circulating the item** will cause undue burden on owning library staff.
- **The item contains a prejudicial label "designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users." (As defined in the American Library Association's [Labeling Systems: An Interpretation of the Library Bill of Rights](#)) ***

* Since cardholders can borrow resources from any member library within the MORE consortium, participating libraries are strongly discouraged from using any prejudicial labels (as defined in the American Library Association's Labeling Systems: An Interpretation of the Library Bill of Rights).

INTERLIBRARY LOANS OUTSIDE MORE

See IFLS's ILL Policies document: <https://iflsweb.org/knowledge-base/ill-policies/>

DAMAGED MATERIALS OR MISSING PARTS

The owning library determines whether and who to charge for damage to or loss of materials. All libraries must monitor shared materials for damage.

See MORE's Damaged Items Procedure: <https://www.ifls.lib.wi.us/knowledge-base/damaged-items/>

OVERDUE NOTICES AND BILLS

When an item is checked out at a library, overdue and billing schedule for this item is determined by that lending library. Overdue and billing notice schedules are determined by the lending library's loan rules.

It is the responsibility of all libraries to run overdue and billing notices in Sierra each day their library is open.

Collection agencies may be used at the discretion of the billing library. In order for a **cardholder's** account to be eligible for collection, the **cardholder** must have at least 1 billed item on their account from that library. Libraries using collections must check new account submissions to ensure they meet this minimum requirement. If they don't meet this minimum requirement the library must contact the collection agency to remove the account from collections.

Owning libraries may add or remove processing or billing fees at their discretion.

NEW **CARDHOLDER** REGISTRATION

See MORE's Patron Registration Policy: <https://docs.iflsweb.org/more/files/administration/MORE%20Patron%20Registration%20Policy%20202180518.pdf>

It is up to local policy to determine who is eligible for a library card. Libraries may choose to charge for out of state residents.

EDITING AND UPDATING CARDHOLDER RECORDS

When updating **cardholder** accounts, verify all **cardholder** data, especially address, municipality, and county. If updating Act 150 location or address, add “updated [date] [library]/[initials]” to the original inputter data in the electronic **cardholder** record. Remove any prior “updated” messages.

When a **cardholder** turns 18, the account must be reviewed and updated according to new registration standards.

RETENTION OF INACTIVE CARDS AND RECORDS

See MORE’s Electronic Record Retention Policy:

<https://docs.iflsweb.org/more/files/administration/MORE%20Electronic%20Record%20Retention%20Policy%2020180921.pdf>

Retention of paper records relating to circulation procedures will be in accordance with accepted record retention policy approved by the local library.