

# MORE Circulation Policy

Approved by MORE Directors Council, 5-21-2021

## LOAN PERIODS

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

## LUCKY DAY COLLECTIONS

See MORE's Lucky Day Policy:

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

Lucky day/rental 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.

## 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 customers at their discretion. If customers 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/>

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

## HOLDS

A limit of 100 items may be placed on hold on a single card at one time, exceptions listed in the document below. Customers 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 customers with an account in good standing.

MORE member libraries are encouraged to circulate all types of materials to other MORE member libraries. Exceptions may be made at the discretion of the owning library only in instances where circulating an item may cause damage to that item or will cause undue burden on owning library staff.

## 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 customer's account to be eligible for collection, the customer 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 PATRON REGISTRATION

See MORE's Patron Registration Policy:

<https://docs.iflsweb.org/more/files/administration/MORE%20Patron%20Registration%20Policy%202020180518.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 PATRON RECORDS

When updating customer accounts, verify all patron 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 patron record. Remove any prior "updated" messages.

When a customer 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%202020180921.pdf>

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