

MORE Circulation Policy

Approved by MORE Directors Council, 5-21-2021; amended 1-17-2025

LOAN PERIODS

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

LOCAL HIGH INTEREST COLLECTIONS

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.

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.iflweb.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 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 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%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 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.