

Plainfield Public Library Circulation Policy

Approved by the Library Board: November 17, 2025

1. Purpose

This policy outlines how materials are borrowed and returned, patron responsibilities, and how the library protects patron privacy.

2. Library Cards and Borrower Responsibilities

- **Eligibility:**

Library cards are available at no cost to all Wisconsin residents. Proof of identity and current address is required (such as a driver's license, state ID, or piece of mail).

Children under 16 need a parent or guardian's signature.

- **Responsibilities:**

Cardholders are responsible for all items checked out on their card, including any fines or fees for lost or damaged materials.

Patrons should notify the library if their card is lost or stolen, or if their contact information changes.

Library cards must be renewed every two years.

3. Confidentiality of Records

The Plainfield Public Library complies with Wisconsin Statute § 43.30, which protects the confidentiality of library records.

Patron borrowing records and personal information are kept private and may only be disclosed:

- To the cardholder (or parent/guardian of a minor (under 16) cardholder)
 - By court order
 - As allowed by law for library business purposes
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4. Loan Periods and Renewals

- **Books, audiobooks, and magazines:** 3 weeks
- **DVDs and other media:** 1 week
- **New items or special collections:** may have shorter loan periods

Items may be renewed if no one else has placed a hold. Renewals can be made in person, by phone, or online through the library catalog.

5. Fines and Fees

The Plainfield Public Library is a **fine-free library**.

6. Lost or Damaged Materials

Patrons will be charged the replacement cost for lost or damaged items.

Replacement costs are based on the item's value, and an additional processing fee may apply.

Once payment is made, the item becomes the property of the patron.

Refunds are not issued for found items after payment.

Normal wear and tear will not be charged.

7. Interlibrary Loan (ILL) Materials

Patrons may request materials from other libraries through Interlibrary Loan (ILL).

Loan periods and renewals for ILL items are set by the lending library, not Plainfield Public Library.

Patrons are responsible for any fees charged by the lending library and for returning items on time and in good condition.

8. Recovery of Unreturned Materials

Items not returned within 30 days of the due date are considered lost. Accounts with lost items may be suspended until materials are returned or paid for. The library reserves the right to deny borrowing privileges until outstanding charges are resolved.

9. Theft or Willful Damage

Intentional theft, destruction, or failure to return library materials may result in loss of borrowing privileges and may be prosecuted under Wisconsin Statute § 943.61.

10. Policy Review

This policy will be reviewed every three years or as needed by the Library Board.