

## UW-Green Bay Library - Circulation Policy

Approved: May 2010

Revised: June 2015, January 2017, October 2019, April 2021, March 2023, August 2024

### I. Borrowing

#### A. ID requirements

1. Patrons must have a UW ID or NEW ERA card to check out materials.
  - a. If a patron has a UW-Green Bay ID or a NEW ERA card, they can use a government-issued photo ID to check out materials.
  - b. If a faculty member wishes to allow someone else to check out items in their name, they must fill out a Faculty Authorization Form to allow this.
  - c. The person assigned must have borrowing privileges through their card.

#### B. Community privileges

1. Patrons 18 or older who live in Wisconsin may apply for a free Northeast Wisconsin Educational Resource Alliance (NEW ERA) borrower's card.
2. Patrons must provide a valid photo ID and proof of current Wisconsin address.
3. If the patron does not have proof of current address, they will receive the card by mail.
4. Cards are valid for one year from the application date and may be renewed.
5. Patrons may check out up to 10 books at a time.
6. Equipment borrowing is not available for community patrons

#### C. Loan periods

Item type	Undergraduate students	Faculty, staff and, graduate students	Community members and UW borrowers
Books (General collection)	28 days	Semester	28 days
Media (CDs, DVDs, Vinyl, VHS)	14 days	14 days	14 days
Laptops	14 days	14 days	N/A
Other technology equipment	7 days	7 days	N/A
Board games, dice, RPGs, and maps	7 days	7 days	N/A
Media room remotes, headphones, calculators,	1 day	1 day	1 day
Video game consoles and video games	1 day	1 day	N/A
Reserves	Determined per item	Determined per item	N/A

1. General collection - includes: Stacks, IMC and IMC Reading, Music scores, Popular reading, Government documents, and department collections housed in the library
2. Microform materials are available for in-house use or resource sharing only.
3. Non-circulating collections include: Indexes, Reference desk materials, and Zines.
4. Green Bay Symphony Orchestra music score due dates are determined in consultation with the Coordinator of Public Services.

## D. Renewals

Item type	Renewals Granted by Patron Type		
	Undergraduate students	Faculty*, staff*, and graduate students	Community and UW borrowers
<b>Books</b> (General collection)	Two	Three	Two
<b>Media</b> (CDs, DVDs, Vinyl, VHS)	One	One	One
<b>Equipment</b>	None	None	N/A
<b>Board games, dice, RPGs</b>	Two	Three	N/A
<b>Media room remotes, headphones, calculators,</b>	None	None	None
<b>Video game consoles and video games</b>	None	None	N/A
<b>Reserves</b>	None	None	N/A

### 1.\*Additional Renewals

- a. Faculty or staff that have reached the renewal limit may be granted an extension.
- b. Extensions will be considered for the following reasons: sabbatical, extended research project, writing a journal article, writing a book, medical complication.
- c. All items to renew must be listed in the renewal request.
- d. Items may not be renewed more than 6 times.

## II. Borrower's Responsibilities

- A. Borrowers are responsible for items checked out to them.
- B. Borrowers are responsible for renewing or returning items by their due date.
- C. Items may be returned to any UW library. Items checked out at one UW library and returned to another will not be checked in until they arrive at their final location
- D. Borrowers who return library materials damaged will be assessed a repair charge.
- E. Borrowers who lose or damage items will be responsible for overdue and replacement fees.

## III. Fines and Overdue Fees

- A. Unauthorized possession of library materials violates Wisconsin state statutes. [WI Stat § 943.61](#)
- B. If an item is returned late, there may be overdue fees, replacement costs, and/or processing charges associated with it.
- C. Patrons with fines may be blocked from further check out privileges.

1. Community patrons are blocked at \$5.00 of fines.
  2. Faculty, staff, graduates, and undergraduates are blocked at \$200.00 of fines.
- D. An item will be moved to lost status when it is 28 days overdue. Items in a lost status will incur a replacement fee.
- E. Replacement fee will be waived for an item if it is returned within 28 days past the lost status date

**Overdue and replacement charges by item type**

Item type	Fines by Status	
	Overdue Charge	Replacement Charge
General collection and media	N/A	\$100
Equipment, video games and consoles, board games, dice, RPGs, reserves, and reservable room keys	\$5 per day, max. \$15	Actual cost of item

\*Some items are charged a replacement fee at the actual cost of the item.

\*\*Overdue fines will still apply.

**F. Fine Appeal**

1. Patrons may appeal a fine within 28 calendar days from the fine notice.
2. Appeals will be answered within 2 weeks from the date submitted.
3. The decision made by the Library is final and binding.
4. Decisions are based on a statement provided by the patron, the patron's library record, previous appeals made by the patron, the total amount due on the account, and any other relevant information.
5. The following are NOT reasons on which an appeal may be based:
  - a. lack of understanding of library circulation policies
  - b. non-receipt of a notice
  - c. forgetting due dates
  - d. disagreement with library fine/fee structure
  - e. inability to pay fines/fees
  - f. materials loaned to a third party
  - g. materials returned to wrong library
  - h. being out of town

**IV. Holds**

- A. A patron may put circulating, non-equipment items on hold at the main circulation desk or online via Search@UW.
- B. Books may be held for ten days; periodicals for one day.
- C. Distance Education students living outside the counties of Brown and Sheboygan may have items ordered through resource sharing mailed to their address.
  1. The library will use the address on file with the University.
  2. Items mailed to patrons are checked out before they are sent. Patrons are responsible for any loss or damage that occurs in the mailing process.

3. Patrons may return items via mail at their own expense or to their nearest UW library.

## **V. Equipment**

- A. Equipment is available to current UWGB students, faculty, and staff on a first come, first served basis.
- B. Patrons are limited to one item of each type of equipment.
- C. Equipment must be returned to the circulation desk to avoid charges.
- 1. The patron is responsible for damage or overdue fees for equipment returned elsewhere.
- D. UW-Green Bay faculty and staff may reserve groups of equipment for \$20 per item per day.
  - 1. For off-campus events only.
  - 2. Events must occur between May 31 and August 15. No reservations will be allowed for events occurring during the academic year.
  - 3. Reservations must be requested at least two weeks ahead of the proposed borrowing period.
  - 4. The individual that checks out the equipment is responsible for any damage, loss, or overdue fees.
  - 5. Reservations are not guaranteed.

## **VI. Reservable Room Keys**

- A. Reservable rooms are available to current UW-Green Bay students, faculty and staff.
- B. Reservations are for 3-hour blocks and may be made up to 14 days in advance.
- C. Keys may be renewed if there is no following reservation.
- D. Renewals may occur within 15 minutes of the end of the reserved period.
- E. Rooms must be vacated 15 minutes prior to Library close.
- F. Any loss or damage to the key/room/property will be charged to the person who checked out the key.
- G. The Library is not responsible for personal belongings left unattended.

## **VII. Resource Sharing**

- A. Requests may be made by UW-Green Bay students, staff, faculty, and emeriti for items held by other libraries.
- B. Patrons may request an unlimited number of items.
- C. Course reserves, full e-books, streaming media, and physical copies of journals may not be requested.
- D. Patrons will be notified by email on request status/availability.
- E. Patrons will have 10 days to pick up a physical item from the circulation desk before it is returned to the lending library.
- F. Electronic items will remain available in the patron's account for 30 days. Electronic items may be retrieved/downloaded up to 100 times.
- G. Loan periods are set by the lending library.
- H. Renewals are allowed at the discretion of the lending library.

- I. Lost or damaged items will be billed at the standard Universities of Wisconsin replacement cost of \$100. Additional processing fees might apply.
- J. Lost or damaged items from a non-Universities of Wisconsin library are subject to replacement and other applicable fees as determined by the lending library.
- K. The library will try to borrow materials at no cost; however, sometimes other libraries charge a fee for their materials.
  - 1. The library will not pay for requests from undergraduate students.
  - 2. The library will pay up to \$50 per item for requests by faculty, staff, and graduate students. The patron will be responsible for charges exceeding this amount.Library staff will contact the patron to verify cost prior to finalizing the request.

**VIII. Reserves**

- A. Instructional staff may put physical items on reserve at the Library.
- B. Both personal and Library items may be placed on reserve.
- C. Due to copyright restrictions, items from other libraries cannot be placed on reserve.
- D. The library does not handle e-reserves for courses.

**IX. Confidentiality of Patron Records**

- A. Pursuant to Wisconsin Statutes 43.30, library records indicating the identity of any individual who borrows or uses the library's materials, resources, or services will not be disclosed except by court order or to persons acting in the scope of their duties in the administration of the library.