

Cofrin Library - Circulation Policy

Approved: May 2010

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

I. Check Out

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.
2. 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.
 - a. The person assigned must have borrowing privileges through their own card.

B. Community privileges

1. Patrons 18 or older that 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 may choose to receive the card in the 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.

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: All IMC areas, Music scores, Popular reading, Stacks, and Government documents.
2. In-house use or ILL/UW borrowing only
 - a. Microfilm, microfiche.
3. Non-circulating
 - a. Indexes, Reference desk materials, Zines, Archives.

4. Green Bay Symphony Orchestra music score due dates are determined in consultation with library circulation staff.

D. Renewals:

Item type	Undergraduate students and community members	Faculty, staff, and graduate students
Books (general collection), board games, dice, RPGs	Two renewals	Three renewals
Media (CDs, DVDs, Vinyl, VHS)	One renewal	One renewal
Laptops and other equipment, reserves, video games and consoles	No renewals	No renewals

1. *Additional renewals

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

E. Number of Checkouts

1. Current UW faculty, staff, and students – only limited for equipment.
2. Equipment – one of each type of item.
3. Community members – 10 items.
4. Community and emeriti – no equipment.

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.
 1. 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 lose or damage items will be responsible for overdue and replacement fees.

III. Fines and Overdue Fees

- A. If an item is returned late, there may be replacement costs, processing charges, and/or overdue fees associated with it.
- B. 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.

	Overdue Charge	Considered Lost At	Replacement Cost	Replacement cost waived if item is returned within
Books (general collection)	N/A	28 days past due date	\$100	Replacement cost is waived if the item is returned within 28 days of the lost date. Overdue fines will still apply
Equipment, Video games and consoles	\$5 per day, max \$15		Actual cost of item	
Board games, dice, and RPGs	\$5 per day, max \$15		Actual cost of item	
Reserves – 1, 3, 7, and 28 day	\$5 per day, max \$15		\$100	
Reserves – 3 hour	\$5 per hour, max \$15		\$100	
Reservable room keys	\$5 per hour, max \$15		\$200	

Please be aware that unauthorized possession of library materials violates Wisconsin state statutes. [WI Stat § 943.61 \(2012 through Act 45\)](#) 2012 Wisconsin Statutes & Annotations — 943.61 Theft of library material.

C. 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 between the borrower and 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 considered 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-reserve items on hold at the main circulation desk.
- B. Books may be held for 10 days; periodicals for one day.
- C. If not picked up by the last day, items will be re-shelved.
- D. Distance Education students living outside the counties of: Brown and Sheboygan may have items ordered through Interlibrary Loan 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 are responsible for return postage of materials.

4. Patrons that do not wish to return items by mail may also return items to their nearest UW Library.

V. Equipment

- A. Current UWGB students, faculty, and staff may check out equipment.
- B. Equipment must be returned to the circulation desk to avoid charges.
- C. The Library is not responsible for damage or overdue fees for equipment returned to a book drop.
- D. All equipment is available on a first-come, first-served basis.
- E. Each person is limited to one item of each type of equipment.
- F. No reservations for groups of equipment will be allowed for events occurring during the academic year (August 16 – May 30).
- G. Reservations for groups of equipment may be made by current UWGB faculty or staff.
 1. For off-campus events only.
 2. Events must occur between May 31 and August 15.
 3. There are a limited number of reservable projectors, and handheld presenters.
 4. Reservations must be made at least two weeks in advance.
 5. The individual that checks out the equipment is responsible for any damage, loss, or overdue fees.
 6. Reservations are not guaranteed.
 7. Processing charges will apply for equipment reservations at \$20 per item per day.

VI. Reservable Room Keys

- A. Available to current UWGB students, faculty and staff.
- B. Patrons must show a valid ID to check out a key.
- C. Reservations are for 3-hour blocks and may be made up to 14 days in advance.
- D. Keys may be renewed if there is no reservation.
- E. Renewals may occur within 15 minutes of the end of the reserved time period.
- F. Rooms must be vacated 15 minutes before the Library closes.
- G. Any loss or damage to the key/room/property will be charged to the person who checked out the key.
- H. The Library is not responsible for personal belongings left unattended.

VII. Resource Sharing and Interlibrary Loan Borrowing

- A. Requests may be made for items held by other libraries by UWGB students, staff, faculty, and emeriti.
- B. Patrons may request an unlimited number of circulating physical items.
- C. Course reserves, full e-books, and physical copies of journals may not be requested.
- D. Arrival notifications will be sent to campus e-mail accounts.
- E. Patrons then have 10 days to pick up the item before it is returned.
- F. Electronic items will remain in the system for 30 days.
- G. Loan periods are set by the lending library.
- H. UW library item loan periods are the same as UWGB general collection loans.
- I. Renewals are allowed at the discretion of the lending library if the item is not requested or recalled.

- J. Lost or damaged UW items will be billed at the standard UW System replacement cost of \$100.
- K. Lost or damaged items from outside the UW System are subject to replacement and other applicable fees as determined by the lending library.
- L. Replacement cost may vary and additional processing fees might apply.
The UWGB Libraries will fill requests through Interlibrary Loan for undergraduate students from free sources only.
- M. For graduate students, faculty, and staff, the Libraries will pay up to \$50 for a request if the item is not available from a free source.
- N. If the request costs more than \$50, the person requesting the item will be responsible for any costs above \$50.
- O. Interlibrary loan staff will contact the person requesting the item to verify cost prior to finalizing the request to assure they are willing to pay the extra amount.

VIII. Reserves

- A. Instructors 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, we may not place materials from other libraries on reserve.
- D. To allow for fair use under copyright law, instructors should post electronic readings to their online course management system page.

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.