PURPOSE

The Oak Creek Public Library loans materials to eligible customers. In order to provide this service in an orderly and equitable manner to all users, the Oak Creek Public Library adopts the policies stated in this document.

LIBRARY CARD ELIGIBILITY

A card is available free of charge to any individual living in Milwaukee County. Library cards may be used at any public library within Milwaukee County and are valid for (2) two years.

Applicants must show valid photo identification with legal name and current address. If photo identification does not include the applicant’s current address, the applicant must provide an additional form of ID that includes both legal name and current address. It is the responsibility of the card holder to keep their account current in terms of addresses, phone number and email address. Card holders should contact the Library immediately if contact information needs to be updated. Updated proof of address may be required.

Card holders are responsible for all materials checked out on their library card unless the card is reported lost or stolen. It is the cardholder’s responsibility to report lost or stolen library cards. All items checked out prior to the date the card is reported lost or stolen are the responsibility of the cardholder.

Misuse of library accounts may result in loss of access to privileges.

Library accounts carrying no monetary charges and showing no library usage for a three-year period will be deleted.

MINORS (UNDER AGE 16)

Users under age 16 must have the legal parent or guardian register them to obtain a library card. Minors must be present at time of registration and renewal. Minors must meet the eligibility requirements listed in the preceding section. Parent/guardian(s) are not required to have their own library card in order to register a minor.

Responsibility for young people’s use of library materials rests with the legal parent/guardian(s).

OUT OF COUNTY RESIDENTS

Fee Cards are available for purchase for individuals residing outside of Milwaukee County. Certain circumstances may allow out-of-county residents to apply for an Access Card, for which there is
CIRCULATION POLICY

no charge. Specifics about applying for and the use of Fee Cards and Access Cards, are outlined later in this document..

RENEWING LIBRARY CARDS

Unless otherwise noted, library cards expire every 2 years and may be renewed at any Milwaukee County public library with valid identification. Each library sets its own requirements for card renewals completed at their location.

BORROWING OF MATERIALS

The Library is a member of the Milwaukee County Federated Library System and participates in a shared catalog that offers access to the collections of all libraries in Milwaukee County.

The Oak Creek Public Library loans out a variety of materials, each with their own loan period. For more details about loan periods, see Materials Loan Table.

The library reserves the right to restrict the circulation of large quantities of related materials (material types, subject areas, authors, etc.).

HOLD PICK-UPS

Card holders are responsible for picking up their own holds and/or the holds of children under the age of 16.

Permission may be granted by the card holder which designates other individuals to be able to check out their holds.

RESERVING MATERIALS

Anyone with a valid MCFLS card may reserve circulating material owned by any library in the Milwaukee County Federated Library System. Circulation policies for materials vary dependent on the owning library. The library system may set hold limits.

DATABASE ACCESS

Valid card holders have access to an array of online databases. Database access may vary based on specific System or Library policies. Check with library staff for complete details.

VACATION LOANS

Upon request, vacation loans of (6) six weeks are available to card holders throughout the year for all materials owned by Oak Creek. Vacation loans are limited to 10 items.
USE OF LIBRARY SERVICES WITHOUT A LIBRARY CARD
In extenuating circumstances, the Library Director, or his or her designee, may grant permission for valid card holders to check out library materials without needing to present a physical library card.

CONFIDENTIALITY
To facilitate circulation of library resources, the library maintains a database of registered borrowers. Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired, and includes database search records, registration records, and all other personally identifiable uses of the library materials.

FINES, FEES, AND CHARGES
Fines and fees are set annually by the Oak Creek Public Library Board of Trustees. A list of fines and fees are listed in Oak Creek Public Library Fines and Fees. It is the responsibility of the card holder to return their materials on time. Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

OTHER LIBRARIES
Each MCFLS library sets its own lending periods, fines, refund policies, and renewal policies; these may differ at each library.

Items being picked up at the Oak Creek Public Library may not belong to Oak Creek, and thus may have a different lending period or fine amount.

Charges for interlibrary loan items are determined by the lending library.

REPLACEMENT CHARGES
Lost or severely damaged items incur a replacement cost, determined by the list price of the item at the time of acquisition, plus a $5 processing fee per item. Purchased copies of materials will not be accepted in lieu of replacement charges. The Oak Creek Public Library does not issue refunds for lost and paid items that are later found. Once paid for, items become the property of the card holder.
FEE CARDS
If an individual resides outside of Milwaukee County, they may purchase a Fee Card for use at Oak Creek Public Library. The cost of the Fee card is listed in the Oak Creek Public Library Fines and Fees. Fee cards expire one (1) year from date of issue.

Fee cards may only be renewed at the Oak Creek Public Library, with valid photo identification and proof of address.

The card can be used by any member of the cardholder’s household. Household members must be designated on the library account. The card can be used only for borrowing and reserving circulating material owned by the Oak Creek Public Library. Fee Card users must contact an Oak Creek staff member to place holds.

Fee cards holders have access to all Oak Creek databases except Overdrive and Hoopla.

The Oak Creek Public Library Circulation Policy applies to all Fee cards.

ACCESS CARDS
Certain qualifications allow out-of-county residents to apply for an Access Card. There is no fee for an Access Card. Unless otherwise noted, Access Cards expire (1) year from date of issue.

Access Cards may only be renewed at the Oak Creek Public Library with proof of attendance, ownership, or employment, and a valid photo identification and proof of address.

The card can only be used by the individual(s) assigned to the card. The card can be used only for borrowing and reserving circulating material owned by the Oak Creek Public Library. Access Card users must contact an Oak Creek staff member to place holds.

Access Cards can be used to access all Oak Creek Public Library online databases.

STUDENTS
Students who live outside of Milwaukee County, but attend any accredited school or licensed child care facility located in the City of Oak Creek, are eligible for an Access Card. Students must show proof of school or daycare enrollment at time of card application.
EMPLOYEES OF OAK CREEK BUSINESSES & EDUCATIONAL INSTITUTIONS
Employees who work for a business or educational institution located within the City of Oak Creek, but who live outside of Milwaukee County, are eligible for an Access Card, and must show proof of employment at time of card application.

BUSINESSES, SCHOOLS, DAY CARES, NURSING HOMES
An institutional Access Card is available free of charge to businesses, schools, nursing homes, and day care centers located within the City of Oak Creek. Cards will be issued to the Principal, Director, President, Chief Operating Officer, or Chief Financial Officer of the organization or business. Employees who are eligible to use said card must be designated on the library account. It is the responsibility of the institution to notify the library when an employee should be removed from the library account.

The Library Director, or his or her designee, reserves the right to make exceptions to this document.

Adopted by the Library Board June 12, 2012
Revised May 14, 2013
Revised October 14, 2014
Revised March 10, 2015
Revised September 19, 2017
Revised July 11, 2019
Revised November 12, 2019
Revised October 14, 2021
OVERDUE FINES
Card holders are responsible for all materials checked out on their library card unless the card is reported lost or stolen.

Unless otherwise noted in the Material Loan Table fines for all overdue materials owned by the Oak Creek Public Library are $0.10 per day with a three (3) day grace period. If an item is not returned on the third day an item is overdue, fines will accumulate from all days of the grace period. An initial charge of $0.40 will appear on a patron’s account four (4) days after an item is overdue.

Overdue fines for items loaned on an hourly basis will be $5.00/hour, up to a maximum of $25.00. If items loaned on an hourly basis are not returned to the library service desk, the full replacement cost may be assessed to the patron’s library card.

Any patron who owes fines of more than $10.00 may not check out library materials and may lose access to certain databases. This does not restrict patron access to public internet computer use nor card renewals.

Unpaid fees assessed to customers will be pursed for collection through library notices and/or a collection agency. Accounts with fines and/or billed items totaling more than $25.00 will be sent to the Oak Creek Public Library’s contracted collection agency. An additional $15 fee will be added to the account to offset the cost. This fee must be paid, in addition to all other charges, in order to clear the account.

STATEMENT OF CHARGES SCHEDULE
Oak Creek sends a “Statement of Charges” notice to all Oak Creek patrons who owe at least $10 on their library account and have at least one item that is four (4) weeks overdue. Notices are generated weekly by the Milwaukee County Federated Library System and sent to patrons based on the notification preference set in an individual’s patron record. The “Statement of Charges” is a summary of all outstanding money owed by a patron, regardless of the material’s owning library. Overdue items that have not been returned, may not appear on the Statement of Charges.

MATERIAL REPLACEMENT
The cost of material will be the amount noted in each item record. If no amount is noted, the Library Director, or his or her designee, has the authority to determine the replacement cost based on current market value of similar materials.
Fines & Fee Schedule

The Library Director, or his or her designee, has the authority to revise replacement costs for Oak Creek items on a case-by-case basis. The library cannot revise the replacement costs of material owned by other libraries.

Purchased copies of materials will not be accepted in lieu of replacement charges. The Oak Creek Public Library does not issue refunds for lost and paid items that are later found. Once paid for, items become the property of the card holder.

ADDITIONAL FEES
For information regarding replacement costs of library owned materials, please see the Materials Loan Table.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Fee Card</td>
<td>$80.00</td>
</tr>
<tr>
<td>Replacement Library Card</td>
<td>$3.00</td>
</tr>
<tr>
<td>Copier / Printing (Black &amp; White)</td>
<td>$0.15 / page</td>
</tr>
<tr>
<td>Copier / Printing (Color)</td>
<td>$0.30 / page</td>
</tr>
<tr>
<td>Proctor Exam Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>3D Printing (Residents)</td>
<td>One print job per month for prints 100 grams or less. $0.05 per gram for additional prints and prints over 100 grams</td>
</tr>
<tr>
<td>3D Printing (Non-Residents)</td>
<td>$0.05 per gram</td>
</tr>
<tr>
<td>3D Printing (Water Soluble Filament)</td>
<td>$.10 per gram</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIAL PROCESSING</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Barcode</td>
<td>$2.00</td>
</tr>
<tr>
<td>Beyond Books Technology Cases</td>
<td>$20.00</td>
</tr>
<tr>
<td>Beyond Books Technology Accessories</td>
<td>$10.00</td>
</tr>
<tr>
<td>Case Insert Reprint</td>
<td>$2.00</td>
</tr>
<tr>
<td>Board Game Instructions Reprint</td>
<td>$1.00</td>
</tr>
<tr>
<td>Luggage Tag</td>
<td>$2.00</td>
</tr>
<tr>
<td>Miscellaneous Stickers &amp; Labels</td>
<td>$2.00</td>
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<tr>
<td>Multi Disc Case (dependent on size)</td>
<td>$5.00 - $20</td>
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<tr>
<td>RFID Tag</td>
<td>$2.00</td>
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<tr>
<td>Single Disc Case</td>
<td>$2.00</td>
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<tr>
<td>Spine Label</td>
<td>$2.00</td>
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</table>
# Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earbuds</td>
<td>$3.00</td>
</tr>
<tr>
<td>Flash Drive</td>
<td>$5.00</td>
</tr>
<tr>
<td>USB Charger</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

The Library Director, or his or her designee, reserves the right to make exceptions to this document.

*Adopted by the Library Board February 14, 2006*

*Revised October 14, 2014*

*March 21, 2017*

*January 28, 2019*

*October 14, 2021*

*October 13, 2022*

*July 13, 2023*