

Circulation Policy

Library Cards

Any Wisconsin resident may receive a library card with photo identification and proof of current address. There is no minimum age requirement for receiving a card. However, children under the age of 18 must be accompanied by a parent or guardian to receive a card. Parents and legal guardians must verify the address of minors. All library cards expire after 12 months. Cards may be renewed in person or via phone.

Children under the age of 18 who wish to check out videos and/or music must have a parent or guardian complete a permission slip that will be kept on file at the library.

Cardholder Privileges

Cardholders may borrow materials from and return materials to any of the 52 member libraries belonging to the OWLSnet.

Checkout & holds limits

Total checkouts:	75 items
Total checkouts of media & DVDs:	25 items
Total items on hold:	25 items

Items without holds may be renewed up to three times.

Cardholders must present their own library card to check out materials with the following exceptions:

- **Parents or legal guardians** - may check out items on their children's cards without the child present
- **Cardholders who have forgotten their cards** - may check out items once his/her identity is verified.
- **Cardholders who send someone to pick up items on hold** – the person sent may check out only the materials on hold for the absent cardholder

Cardholder Responsibilities

Cardholders are responsible for all material borrowed on their library card and are urged to report lost or stolen cards to the library immediately. In the case of card holders under the age of 18, parents and legal guardians and are responsible for material checked out on their minor dependents' cards and any fines or fees that are incurred.

Cardholders are to return items on time and in the condition in which they were loaned. Damaged or lost items will be billed to the cardholder.

The replacement fee for a lost card is \$3.00. .

Loan Periods & Overdue Charges

High demand books	14 days
All other books	28 days
Magazines	14 days
CDs	14 days
Laptops	14 days
Movies	7 days
Videogames	7 days

Overdue items of all types (excluding laptops) that are checked out at Black Creek Village Library will incur a fine of 10 cents per day up to \$5.00 per item. The daily fine for laptops is \$1 per day. Any items (excluding laptops) without holds may be renewed up to three times.

Cards with less than \$5.00 in overdue charges or fees are considered in good standing. Cards that have incurred fines or fees of \$5.00 or more cannot check out library materials.

Interlibrary Loan (WISCAT)

Cardholders in good standing may request items via Interlibrary Loan provided by WISCAT.

Interlibrary Loan (ILL) may not be used to request Items that are owned or have been ordered by Black Creek Village library or another OWLSnet library. It may not be used to request newly published materials, and requests for high-demand materials may be denied.

The loan period for ILL items is determined by the lending library. Requests for renewal of ILL are not subject to the same renewal guidelines. Patrons must contact Black Creek Village Library to request a renewal from the lending library.

All ILL materials checked out at Black Creek Village Library may only be returned to Black Creek Village Library.

Future ILL requests may be denied to patrons who habitually fail to pick up requested items or return them to Black Creek Village library, those who are repeatedly overdue in the in the return of items or those who have repeatedly damaged or lost items.

Laptop Lending Policy (Internal)

Black Creek Village Library has one laptop available for check out for in-house use. Laptops may be checked out by a library patron in good standing who is at least 18 years of age. The laptop is configured with Deep Freeze, Windows antivirus, and Office 365. A usage agreement will be signed by the borrower at the time of check out. The patron must remain in the library while using the laptop.

1. Patrons wishing to check out a laptop for in-house use must be at least 18 years of age with a library card in good standing.
2. Borrowers must present their library card and a photo ID (a valid driver's license or current WI State ID) to library staff at the time of check out.
3. The borrower will complete and sign the Black Creek Village Library Laptop Use Agreement at the time of check out.
4. Laptops circulate for a period of three hours with a maximum of three renewals if no one is waiting.
5. Laptops may not be placed on hold.
6. Laptops must be returned directly to a library staff member at the Black Creek Village Library circulation desk. All items will be evaluated for damage and missing contents at the time of return.
7. Laptops are pre-loaded with anti-virus and other protective software that prevents permanent changes or harmful downloads from causing damage to the hard drive. Borrowers are not allowed to install new software onto a laptop or change existing laptop configurations. In the event that there is a legitimate need to install a basic program or make adjustments for accessibility, please inform a librarian or ask the Library Director for assistance.
8. Security settings will reset the computer each time it loses power or is restarted. Data will be lost when the laptop is shutdown or loses power. Patrons are responsible for saving any files created to an external drive. There is no option to save work to the laptop's hard drive. Best practice options include saving files on an external drive, such as a flash drive, or to the cloud.
9. The Black Creek Village Library is held harmless by the borrower for any damage, injury, or loss. The library shall bear no responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched, or stored on the laptop. All created files will be wiped clean upon the end of usage.
10. The Black Creek Village Library staff do not provide technical support for laptop use. Borrowers are expected to have basic familiarity and comfort with the laptop and the software they will be using independently of library staff assistance.
11. Any loss or damage of the laptop should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptop.

12. The borrower assumes full responsibility for the cost of repair or replacement in the event the computer or charging cord is lost, stolen, or damaged (up to \$752).
13. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, illegal downloads of copyrighted materials, etc.) or engage in any activities inconsistent with library policies. Evidence of illegal or criminal activity will be reported to law enforcement officials.
14. Violation of any of the above conditions may result in suspension of laptop-borrowing, patron computer use, or other library privileges.

Laptop Circulation Policy (External)

Black Creek Village Library has laptops available to check out for use outside of the library. Laptops may be checked out by an established library patron in good standing who is at least 18 years of age. (An established library patron has been a library cardholder for at least one year.) A usage agreement will be signed by the borrower at the time of check out. Laptops are configured with Deep Freeze, Windows antivirus, and Office 365.

Policy Guidelines and Procedures

1. Patrons wishing to check out a laptop must be at least 18 years of age with an established library card in good standing.
2. Borrowers must present their library card and a photo ID (a valid driver's license or current WI State ID) to library staff at the time of check out.
3. The borrower will complete and sign the Black Creek Village Library Laptop Circulation Agreement.
4. Laptops must be checked out and returned to Black Creek Village Library during library hours. Laptops may be placed on hold, but do not travel through the library's delivery system and may not be returned in the book drop.
5. Laptops circulate for a period of two weeks with no renewals.
6. Laptops must be returned in person to a library staff member at the Black Creek Village Library circulation desk. All items will be evaluated for damage and missing contents at the time of return.
7. A fine of \$1 per day will be assessed to laptops returned past the due date.
8. Laptops are pre-loaded with anti-virus and other protective software that prevents permanent changes or harmful downloads from causing damage to the hard drive. Borrowers are not allowed to install new software onto a laptop or change existing laptop configurations. In the event that there is a legitimate need to install a basic program or make adjustments for accessibility, please inform a librarian or ask the Library Director for assistance.
9. Security settings will reset the computer each time it loses power or is restarted. Data will be lost when the laptop is shutdown or loses power. Patrons are responsible for saving any files

created to an external drive. There is no option to save work to the laptop's hard drive. Best practice options include saving files on an external drive, such as a flash drive or to the cloud.

10. The Black Creek Village Library is held harmless by the borrower for any damage, injury, or loss. The library shall bear no responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched, or stored on the laptop. All created files will be wiped clean upon the end of usage.
11. The Black Creek Village Library staff do not provide technical support for laptop use. Borrowers are expected to have basic familiarity and comfort with the laptop and the software they will be using independently of library staff assistance.
12. Any loss or damage of the laptop should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptop.
13. The borrower assumes full responsibility for the cost of repair or replacement in the event the computer, charging cord, or mouse is lost, stolen, or damaged (up to \$752).
14. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, illegal downloads of copyrighted materials, etc.) or engage in any activities inconsistent with library policies. Evidence of illegal or criminal activity will be reported to law enforcement officials.
15. Violation of any of the above conditions may result in suspension of laptop-borrowing or other library privileges.

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Laptop Use Agreement (Internal)
Black Creek Village Library

Borrower

I have read and understand the Black Creek Village Library Laptop Lending Policy (Internal) and agree to adhere to the terms and conditions contained therein. **I understand that all data will be lost when the laptop is shutdown or loses power and am aware of the replacement cost of \$752.**

Print Full Name: _____

Signed: _____ Phone Number: _____



Library Staff Use Only

Today's Date: _____

Check-Out List:

- ___ Laptop
- ___ Power Cord
- Mouse
- ___ Patron presented a library card in good standing
- ___ Patron presented a Driver's License or State ID

Staff initials: _____

Check-In List:

- ___ Laptop
- ___ Power Cord
- Mouse

Staff initials: _____

**Laptop Circulation Agreement
Black Creek Village Library**

Borrower

I have read and understand the Black Creek Village Library Laptop Circulation Policy (External) and agree to adhere to the terms and conditions contained therein. **I understand that all data will be lost when the laptop is shutdown or loses power and am aware of the replacement cost of up to \$752.**

Print Full Name: _____

Signed: _____ Phone Number: _____



Library Staff Use Only

Today's Date: _____

Check-Out List:

- ___ Laptop
- ___ Power Cord
- ___ Carrying Case
- Mouse
- ___ Patron presented a library card in good standing
- ___ Patron presented a Driver's License or State ID
- ___ Staff confirmed the cardholder's address is current

Staff initials: _____

Check-In List:

- ___ Laptop
- ___ Power Cord
- ___ Carrying Case
- Mouse

Staff initials: _____