

Circulation Policy

CARD TYPES AND ELIGIBILITY

Standard Cards

As a member of the Bridges Library System and the CAFÉ automation consortium, upon completing a registration form, the Brookfield Public Library will issue a standard library card at no cost to any Wisconsin resident except those residing in Milwaukee County or living temporarily in the City or Town of Brookfield. A card expires 18 months after issuance. To renew a card, a patron must provide to the Library a photo identification card that includes their name and address.

Special Cards

Milwaukee County Cards: Upon completing a registration form and paying a \$75.00 fee, the Brookfield Public Library will issue a special library card to residents of Milwaukee County. The Library will waive the \$75.00 fee for residents of Milwaukee County who provide proof that they are current employees of the City of Brookfield or who work in or attend public or private school within the boundaries of the Elmbrook School District. A card expires one year after issuance. To renew a card, a patron must provide a photo identification card that includes their name and address to the Library and pay the \$75.00 renewal fee.

Business Cards: Upon completing a registration form as set forth in this paragraph, the Brookfield Public Library will issue a special business library card to a corporate body located in the City or Town of Brookfield. To apply, the business owner, Chief Financial Officer, or other company-authorized staff member must complete the application and provide a signed letter authorizing the issuance of the card and what employees may use the card on company letterhead. A card expires on December 31st of each year regardless of issuance date. To renew a card, the business must provide another signed letter on company letterhead from the business owner, Chief Financial Officer, or other company-authorized staff member authorizing the renewal and the names of staff members authorized to use the card.

Temporary Cards: Upon completing a registration form, the Brookfield Public Library will issue a special temporary library card for individuals who temporarily reside in the City or Town of Brookfield. A card expires after three months, but may be extended for the registrant's length of stay in the Library Director or designee's discretion.

Outreach Cards: Upon completing a registration form, the Brookfield Public Library will issue a special outreach delivery library card for residents who live in the City or Town of Brookfield and are unable to visit the Library because of illness, disability, age, or lack of transportation.

REGISTRATION

The Brookfield Public Library is a member of the CAFÉ shared automation consortium and cooperates with member libraries in the registration and provision of library services. Each library in the consortium is governed by its own municipal library board and each sets its own policies, guidelines, and procedures. In a shared system, only one library card is issued to any individual regardless of their community of residence. Patrons who have a current CAFÉ library card from another member library need not re-register at the Brookfield Public Library.

If they do not have a current CAFÉ library card, all patrons who want to borrow materials from the Brookfield Public Library must register for a card. To register, an individual must complete the application form and provide their signature agreeing to be responsible for loss or damage to materials and overdue

charges on materials borrowed on their card, including materials borrowed on it by others with or without their consent. The registrant must further agree to pay all overdue charges, damage, and replacement costs promptly, to observe the rules of the Library, and to give immediate notice of change of address or loss of their library card to the Library. Library cards are not transferable. Parents or legal guardians must sign applications for registrants under the age of 18 years.

Identification

To register for a card, adult registrants must provide a photo identification card that includes their name and address to the Library. If the photo identification does not include their current address, the registrant must provide an additional form of identification that includes their name and current address, such as mail addressed to them at the current address postmarked within the past 90 days, a residential lease that is effective on the date of registration, a utility service statement dated within the past 90 days, a bank or credit union statement or check dated within the past 90 days, or a real estate tax bill dated within the past year. Electronic or physical proof of address is acceptable. Registrants may not use a post office box or private mailbox to achieve residency or for proof of address. The Library Director or designee may accept other proofs of address not listed in this policy in their sole discretion.

Lost or Forgotten Cards

Patrons should present their library card to check out materials. As a convenience to patrons, the Library may allow individuals to check out materials if they verify their current address by presenting photo identification that lists both their name and current address. If a patron's card is lost or stolen, they should notify the Library immediately.

LOAN PERIODS AND LIMITS

Electronic Materials

The circulation policies for electronic materials are separate from those for materials owned by the Brookfield Public Library and are outside the scope of this policy.

Loan Periods

Most materials check out for 21 days, except:

New adult fiction, new adult nonfiction, Browsing Collection fiction and nonfiction: 10 days

Television series: 14 days

DVDs and Hotspots: 7 days

Explore Passes: 3 days

Book Club Kits: 90 days

Loan periods for materials from another library may vary.

Loan and Age Limits (per card)

250 items per card regardless of format, unless otherwise designated by the Library (e.g. holiday books) or checked out by a patron with a temporary library card.

5 items per temporary library card.

Individuals utilizing a special business library card may borrow only materials related to the authorized business (e.g. children's books for a daycare).

Hotspots

Must be 18 years or older to check out

Limit one per card

Explore Passes

Must be 18 years or older to check out
Limit one per card

Renewals

Most library materials may be renewed three times.

Not eligible for renewal are:

Explore Passes
Items with holds on them
Interlibrary Loan items
Browsing Collection

Items borrowed by a person with a special outreach library card may be renewed for longer periods of time at the discretion of the Library Director or designee.

Placing Holds

Most circulating materials may be placed on hold, except Browsing Collection items and Explore Passes. Patrons who have blocked library cards are not eligible to place holds.

Patrons may not have holds on more than 100 materials at a time.

Once available for borrowing, the material on hold will be held at the Circulation Desk for five days. If five days pass without the patron borrowing the material, the hold will expire, and the next patron on the hold list will become eligible for the material.

Refunds

If a patron returns an item that has been “lost and paid” within twelve (12) months in good condition with the original lost and paid receipt, the City of Brookfield will issue a refund check for the replacement costs paid, except for any overdue fines or collection fees, and mail it to the patron. Payment for individual parts of an item cannot be refunded.

Unreturned Library Materials

Patrons with overdue library materials are notified by phone, text, or email. When an item is 65 days or more overdue and the unreturned materials’ replacement costs total \$25 or more, the Library may refer the account to a collection agency. The fee for collection agency referral is \$10, and the Library will add said fee to the patron’s account.

DENIAL OF BORROWING PRIVILEGES

The Library will “block” a patron’s card, and they may not borrow any materials if fines, fees or replacement costs surpass \$10.00 and/or when any material is overdue by 42 days. The Library may deny a patron’s borrowing privileges for cause under other library policies, including the Appropriate Behavior Policy.

Adopted by the Brookfield Public Library Board of Trustees November 2003
Revised on an ongoing basis.
Revised November 11, 2009
Revised June 9, 2010
Revised March 14, 2012
Revised June 12, 2013
Revised November 12, 2014
Revised September 9, 2015
Revised November 11, 2015
Revised September 13, 2017
Revised May 9, 2018
Revised September 12, 2018
Revised October 10, 2018
Revised May 12, 2021

Revision Cycle: review as needed

FINES AND FEES SCHEDULE

OVERDUE FINES

Books, magazines, audiobooks, CDs, Playaways: \$0.15/day

DVDs: \$1.00/day

Book Club Kits: \$1.00/day

Hotspots: \$1.00/day

Interlibrary Loan materials: \$1.00/day

Explore Passes: \$50.00/day

Children's materials on children's cards: No overdue fines will be charged to patrons under age 18 who check out children's materials on their own card. Notwithstanding this first sentence, if materials are overdue by 42 days or more, the patron relinquishes the exemption from overdue fines, and the patron must pay a non-refundable fine of \$5.00 per item.

No materials checked out on Libby will be charged overdue fines, as the material will automatically be returned to the Library on the due date.

REPLACEMENT COSTS

Replacement costs for items owned by other libraries are determined by the owning library. For Brookfield Public Library items:

Books, audiobooks, DVDs, CDs, hotspots, and Playaways: Retail replacement cost

Book Club Kits: \$20

Components (e.g. cases, RFID tags): Retail replacement cost

Explore Passes: \$150

Magazines: \$5