



## Circulation Policy

Policy Source	Title
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## Document History

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## 1. Purpose

There is a large investment of public funds in the Library's collection. Rules are established to provide all patrons with an equal opportunity to use the materials and to protect the collections from damage or abuse.

Library staff may exercise professional judgment in applying this policy on a case-by-case basis, with the goal of prioritizing equitable access to materials while protecting the shared collection.

## 2. Circulation Periods and Item Limits

Checkout periods, renewal eligibility, and item limits vary by material type. Current limits are posted on the Library's website.

Patrons may have a total of 20 items checked out at any time. That total may include no more than the following:

- 3 Library of Things items
- 1 Wi-Fi Hotspot
- 6 Magazines
- 6 Audiobooks
- 4 DVDs and/or Video Games

For example, a patron may check out 1 Library of Things item, 1 Wi-Fi Hotspot, 6 Magazines, 6 Audiobooks, and 4 DVDs for a total of 18 items, and may then check out up to 2 books to reach the 20-item limit.

Teachers may borrow additional materials for classroom use.

## 3. Renewals

Most circulating materials may be renewed once provided no holds have been placed by another patron. Renewals may be completed online, by phone, or in person.

Wi-Fi hotspots, Library of Things items, and other high-demand materials may not be renewable.

## 4. Overdue Items

Except for Wi-Fi hotspots, Madison Public Library does not charge daily overdue fines.



Courtesy reminders are sent to email addresses on file before items are due, according to patron preference. Overdue notices are sent by email one and two weeks after the due date.

If an item remains unreturned four weeks after the due date, the patron receives a call notifying that patron that their account has been billed for the replacement cost of the item and borrowing privileges may be suspended until the item is returned or payment arrangements are made.

Patrons borrowing Wi-Fi hotspots, Library of Things items, and other high-demand materials may receive a call upon becoming overdue. If the call is not answered, librarians can work with the Madison Police Department to arrange a pickup.

If an item is returned in good condition after replacement billing has occurred, the replacement charge will be removed from the patron's account.

## **5. Lost Items**

If a patron believes an item is lost, the patron must make prompt arrangements to pay the replacement cost in order to maintain borrowing privileges.

If the lost item is returned in good condition after payment has been made, the replacement cost (minus any non-refundable processing fees, if applicable) will be refunded.

The Library may accept a replacement copy purchased by the patron if it meets collection standards.

## **6. Damaged Items**

Normal wear-and-tear resulting from typical use will not incur charges.

- If damage is repairable, no charge will be assessed.
- Repeated damage due to misuse or negligence may result in temporary suspension of borrowing privileges, as determined by the Library Director based on the nature and frequency of the damage.
- If damage is unrepairable and replacement is required, the patron will be charged the current retail price of the item or may accept a replacement copy purchased by the patron if it meets collection standards.



Patrons who pay for replacement of damaged items may keep the item after it has been withdrawn from the collection.

## **7. Holds**

Patrons may place holds on items that are checked out or in processing by phone, in person, or online.

Patrons will be notified when a held item is available. Except for Wi-Fi hotspots, items will be held for seven (7) days. If not picked up within that time, the item will be released to the next patron or returned to the shelf.

A patron may have up to six (6) holds on their account at one time.

See the Wi-Fi hotspot lending policy for hold information.

## **8. Interlibrary Loan**

Interlibrary Loan privileges are available to all registered patrons. Madison Public Library follows the South Dakota Interlibrary Loan Code and the United States Interlibrary Loan Code.

## **9. Accessibility**

The Library will make reasonable accommodations to ensure equitable access to materials and services in accordance with applicable law. Staff may adjust standard rules, such as borrowing limits or procedures, when needed to meet a patron's accessibility needs. These decisions will be made case by case to help remove barriers and ensure access.

The City of Madison is an equal opportunity employer and provider.