

Circulation Policy

Library Cards

1. The Spring Green Community Library issues cards to individuals and organizations based on their home address.
2. If the applicant resides in Wisconsin and doesn't live in Adams, Columbia, Dane, Green, Portage, Sauk, or Wood counties, then they need to have their home library card before they can get a Spring Green Library card.
3. All adult (16+) applicants must present a photo identification card and current address information when applying for a card. If the address or name is not reflected on your current ID, please also present an item of mail or document with the accurate information on it.
4. Children may be issued cards at any age. Applicants 15 years old and younger are required to obtain their parent's signature on the application. Responsibility for the items on a minor's card rests with the parents/legal guardian. Childrens' accounts will be linked to a parent's or include their contact information. Legal guardians are required to present a photo identification card and current address information.
5. It is not required for a parent to have a library card in the South Central Library System (SCLS) for their children to get one.
6. Community organizations, such as schools and daycares, can get a SCLS card at the Spring Green Community Library, and the authorized users are responsible for the items checked out.
7. Library card applications will be kept in paper format for three months, then scanned and kept electronically.

Loan Periods

New Adult, Youth Fiction, Lucky Day, Library of Things, Magazines	14 days
Regular Fiction, Nonfiction, Audiobooks	28 days
Videos, TV shows in single DVD cases	7 days
DVDs in multi-disc cases	14 days

Lost or Damaged Materials

1. Patrons are responsible for all material and equipment checked out on their library card. When an item is damaged or lost, the patron is responsible for the cost of the item.
2. The Library Director can grant a waiver or change the amount due as needed.

Adopted by the Library Board: 11/2/2015

Revised: 10/30/2023