

# **Wells Branch Community Library District**

## **Collection and Circulation Policies**

### **Collection Development**

Selection and deselection of library materials is vested in the Director of the Wells Branch Community Library who may authorize qualified staff to assist.

Materials are selected for purchase and/or inclusion in the collection based on several factors including demand, value, balance of the collection as a whole, suitability of format, cost/budget, regional interest, and availability of alternative access. The library does not purchase textbooks, items with out of date information, or items that are especially rare or expensive. The library collects materials primarily in English with a smaller selection of Spanish language. The library collection also includes nontraditional items such as knitting needles, phone chargers, and Launchpad tablets.

The Board of Library Trustees has adopted the ALA "Library Bill of Rights" with its official interpretations and the "Freedom to Read" statement, and affirms the support of the Wells Branch Community Library for these basic policies. As such, the Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

The Collection Review Procedure and Reconsideration of Materials form are available to patrons who claim that an item is not protected, but the burden of proof rests with that patron and the material in question will remain available until a decision is made. If a court having jurisdiction over Wells Branch Community Library decides that any material in the collection is unprotected, such material will be removed in accordance with the terms of any court order, subject to any appeal rights.

### **Donations**

The Wells Branch Community Library does not accept materials without prior specific approval. Receipts for materials donated to the library will be provided, but placing or providing proof of a value on the material is the responsibility of the donor.

Donations become the property of the library and may be used to benefit the library in a variety of ways. Donors will not be notified regarding the disposition of their gift and donations may not be reclaimed. The library does not extend preferential treatment or fee reductions to donors.

Whether the library can accept donations is dependent upon available storage space and other factors as determined by management. Specific information about what can and cannot be accepted can be found in Addendum D.

## **Library Cards and Accounts**

The holdings of the Wells Branch Community Library are available through use in the library building, through home use of materials via check-out, digitally through databases and the digital library, and through interlibrary loan.

Any adult Texas resident who applies for a Wells Branch Community Library borrowing card with proper identification, may receive a library card free of charge provided there are no outstanding fines over \$5.00 and/or overdue materials listed in their household. A valid government issued photo ID showing date of birth is required, along with proof of current address. The library accepts the same documents as the DMV for proof of address.

Parents and/or legal guardians may apply for a present child over the age of 5 using the adult's ID. Parents/guardians are financially responsible for all materials borrowed with a child's card but not entitled to borrowing information or other access to the account.

Wells Branch Community Library cards must be renewed in person every three years by showing the card, photo identification and proof of address at the library. Cards cannot be renewed if there are outstanding fines (in any amount) or overdue items in the household.

Temporary Library Cards are available to bridge the gap for adults between addresses, without fully adequate identification or those only in town for a short time. These cards expire in 90 days and are not eligible for renewal. Temporary Library Cards have the same digital access as permanent library cards, but physical circulation is limited to 5 regular items at a time with no renewal option. Temporary Library Card use does not apply towards TexShare card eligibility.

## **Privacy of Records**

The library will record Texas state-issued ID or driver's license numbers (or other identifying information) for all adults and a date of birth for all library card holders. This information will not be shared.

All circulation records, including record for youth accounts, are confidential and will be discussed only with the individual to whom the account is registered.

Information about any patron or visitor use of library services is considered private and will not be shared with anyone unless required by law. This applies to all persons using library services. Library services include reference questions, technology access, circulation records, program attendance, and use of public spaces.

# **Borrowing Materials**

## **Circulation**

To borrow library materials, patrons must present a valid Wells Branch Community Library card in their own name. Borrowing privileges are not transferable and are to be exercised in person by all borrowers. Borrowers are responsible for materials checked out from the time borrowed until confirmed returned to the library. Materials cannot be returned to any other library or facility.

Specialty items are only available to established adult patrons with clear accounts and may require a separate borrower agreement.

Digital materials and database access are available equally to all patrons. Check-out periods and limits are determined by the contract with the providing vendor.

## **Reserves**

Patrons in good standing may reserve items to be pulled as they become available. Patrons are notified by the circulation system when a reserved item is ready and the item will be held for 4 days before returning to circulation. Any patron who fails to collect 40 reserves within a rolling twelve-month period will be blocked from reserves for twelve months.

## **Interlibrary Loan**

Materials not owned by the Wells Branch Community Library may be borrowed from other libraries or a photocopy may be purchased through Interlibrary Loan service on behalf of library borrowers. Information about Interlibrary Loan services can be found in the Interlibrary Loan Policy.

## **Homebound Services**

Service may be offered to adults in 78728 who are unable to visit the library for medical reasons and are eligible for a library card. Services could include delivery to a facility coordinator, pick-up by proxy of bagged and pre-selected items, or another arrangement. Those services, when available, are described in the individual agreements.

## **Overdue, Lost or Damaged Materials**

Overdue video or specialty library materials accrue late fees as described in the Schedule of Fines and Fees (Addendum A). Print materials do not accrue late fees, but will block a household from services when overdue.

Lost materials must be paid for by the borrower. Borrowers must also pay to replace an item damaged beyond a simple staff repair. In both cases, replacement cost will include the price of the item and a processing fee (see Addendum A). Patrons may not independently purchase a replacement item in lieu of paying the replacement cost of library materials. Items which are paid for according to policy belong to the paying patron. Refunds are not given for materials that are later returned to the library.

**Loss or Suspension of Privileges**

Fines of \$5.00 or more, items overdue, material damage, or other breaches of policy by any member of a household will cause that entire household to have their privileges suspended until all accounts in that household have been completely cleared. A household is defined as all individuals who live in the same residence.

Specific borrowing services, such as reserves and specialty items, may be suspended or revoked by library management for misuse. Any library communication that is returned to the library as undeliverable will result in the patron's library account being blocked until proof of correct contact information is provided by the cardholder.

## Addendum A

### **Schedule of Fines and Fees**

Fines and fees are not refundable.

The library cannot provide or sell consumable office supplies.

All charges that are or may be subject to sales tax are listed at the tax-included rate.

- Interlibrary Loan Shipping: \$3.25 per item
- Faxing: 25 cents per page
- One-Sided Printing: 10 cents per page for black & white, 50 cents per page for color. Limits apply based on equipment and supply.
- Returned checks: \$35 per incident
- Credit or Debit Card Online Processing: \$1 per transaction
- Overdue items:
  - Regular books, magazines, music and audiobooks do not accrue overdue fines
  - \$1 per day for DVDs
  - \$1 per day for technology including EReaders, wonderbooks, launchpads
  - \$1 per day for games and kits, such as Storytime in a Bag, Explorer Kits, Armchair Travelers and Great Courses
  - \$5 per day for Experience Passes and Hotspots
- Damage or Loss of Launchpad, Kindle, Hotspot or other specialty items are listed in the specific borrowing agreements.

Damage or Loss of circulating items that do not carry a specialized borrowing agreement are charged at the replacement rate plus a \$5 processing fee.

## Addendum B

### Circulation Limits for Physical Materials

**Check Out Limits (30 items total per regular card)** *New library users are limited to an initial check out of up to 5 books and 1 audiobook per account.*

- Books - 30 items
- DVDs - 5 items
- Audio books or music on CD - 5 items
- Magazines - 5 items
- Television season or Binge Box- 1 item
- Great Courses (mixed formats) - 1 item
- Wonderbooks - 1 item
- Games - 1 item
- Library of Things Equipment – 1 item
- Launchpad - 1 item
- Kindle - 1 item
- Storytime in a Bag – 1 item
- Explorer Pack – 1 item

Hotspots and Experience Passes are limited to 1 item per **household** as defined in the circulation policy.

The following items are limited to adult cardholders and must be returned to a staff member at the desk during library hours: Hotspots, Experience Passes, Armchair Traveler Kits, Storytime in a Bag, Explorer Packs, Library of Things, Wonderbooks, Launchpads, Games, Great Courses and EReaders.

**Check-Out Periods** are two weeks except for Experience Passes and Mobile Hotspots, which circulate for 1 week.

Phone charging cords and Bike Locks are available for 4 hour in library use only and limited to one item per library account.

Books, audiobooks, music and magazines may be renewed twice unless another patron is waiting.

**Reserves** are limited to 1 Experience Pass, 1 specialty item, 2 DVDs and 10 items total per account. Reserves are held for 4 days from notification, then returned to circulation.

## **Addendum C**

### **Collection Review Procedure**

- The Board of Trustees recognizes the right of individuals to question materials in the Library collection. The Library will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.
- The Board of Trustees of the Wells Branch Community Library believes that restriction of materials is a purely individual matter and that while anyone is free to reject for himself/herself books and/or library material of which he/she does not approve, the individual cannot restrict the freedom of others to read, view, or hear.
- Parents or guardians have the responsibility to guide and direct the reading/viewing/ listening of their own minor children.
- Library materials that are part of an externally held digital collection or consortium are not eligible for review.
- Any patron questioning materials in the Library collection may complete a Request for Reconsideration form, which will be handled by the library director according to procedure as described on the form.
- A patron may appeal the library director's decision to the Board of Trustees.

## **Addendum D**

### **Guidelines for Acceptance of Specifically Approved or Solicited Donations**

#### **Physical Condition**

- Books should be free of damage or odor
- Books should be attractive, with intact cover and pages.
- There should be no writing or personal labeling.
- There should be no indication of water, mold or mildew.
- There should be no indication of pests or insects.

#### **Specific Categories we will generally NOT accept**

- Items that would be immediately eligible for deselection from the collection such as older materials, formats that are not sturdy enough for circulation, niche subject matter, and unnecessary duplicates.
- Condensed books.
- Textbooks.
- Reference materials more than two years old.
- Propaganda or solicitation.
- Original media.
- Self-published materials.

*Due to the nature of contaminants, any indication of water or animal damage may necessitate refusal of the entire donation.*

#### **Audio, Video and Other Media**

- DVD must be in good working order.
- Media must be in its original case with all accompanying artwork and copyright information.
- We will not accept duplicated materials.
- We will not accept audio cassettes, discs, USB drives, or other formats not listed
- Items for the Library of Things, such as board games, must be complete including the original packaging and instructions.

**Any other supplies and/or equipment, including craft supplies, recyclables, and equipment for the LAB, can only be accepted when specifically requested by a library manager.**