

Wells Branch Community Library District Circulation Policy

This policy pertains to physical materials held by Wells Branch Community Library.

Availability of Resources

The holdings of the Wells Branch Community Library are available through use in the library building, through home use of materials via check-out and through interlibrary loan. These resources have been developed primarily to meet the needs of the community.

Classification of Borrowers

Any Texas resident who applies for a Wells Branch Community Library borrowing card, who has proper identification, may receive a library card provided there are no outstanding fines over \$5.00 and/or overdue materials listed in their household. Parents and/or guardians may apply for a present child over the age of 5.

General Circulation Regulations

To borrow library materials, patrons must present a valid Wells Branch Community Library card in their own name.

- If a person does not have a card and wishes to borrow materials, he/she must meet requirements for membership and complete an application for a card. A government issued photo ID showing date of birth is required to obtain a card, along with proof of current address. The library accepts the same documents as the DMV as proof of address; a list is available at the circulation desk.
- 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.
- Wells Branch Community Library cards must be renewed 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.
- Children (17 or younger) must be accompanied by their parent or legal guardian when applying for or renewing a library card and parent must show his or her ID and sign the child's application. Cards are not issued to children under the age of 5. Parents/guardians are responsible for all materials borrowed with a child's card. Children's cards expire every three years and on the cardholder's eighteenth birthday.
- Borrowing privileges are not transferable to other persons and are to be exercised in person by all borrowers. It is against policy to use a card that is registered to someone else. Patrons must present their own card to borrow materials.
- Borrowers are responsible for materials checked out from the time borrowed until returned to the library. Library materials must be returned by closing on the specified due date to avoid fines.

- Patrons will lose their borrowing privileges if they have overdue or damaged materials until the items are returned or paid for and the account cleared
- All circulation records, including youth accounts, are confidential and will be discussed only with the individual to whom the account is registered.

Blocked Households

Fines of \$5.00 or more, items overdue, 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.

Renewal of Library Materials

All circulating library materials except certain classes of material with limited circulation may be renewed twice if they have not been placed on “reserve” by another patron. The following classes of materials with limited circulation may not be renewed: magazines, DVDs.

Check Out Limits (per card) and Check-Out Periods

- Books - 30 items Two week check-out
- Videos/ DVDs - 5 items One week check-out
- Television season on DVD - 1 item One week check-out
- Great Courses (mixed formats) - 1 item Two week check-out
- Audio books on CD - 5 items Two week check-out.
- Music CDs - 10 items Two week check-out
- Magazines - 5 items Two week check-out
- New library users are limited to an initial check out of only five books per account and no movies or other materials on the first visit.

Specialty Items

The library may offer irregular items and devices for circulation. Examples of such items are Kindles, playaways, and activity kits. These items are only available to established adult patrons with clear accounts and require a separate borrower agreement. Limits, check-out periods, and fines for these items are set separately from this policy.

Reserves

Patrons in good standing may reserve items to be pulled as they become available. Reserves are limited to 2 DVDs and 20 items total per account. Reserve items are pulled from general circulation once per day and patrons are notified by the circulation system that a reserve is ready. Items on reserve will be held for 48 hours. Unclaimed reserves will be returned to circulation. Any patron who fails to collect 40 reserves within a calendar year will be blocked from reserves for twelve months.

Overdue Library Materials

- An item becomes overdue if it is not returned to the library by closing time of the day that it is due. Fines begin to accrue at closing on the 2nd day.

- For print materials, a fine of \$0.25 per day is charged for each item.
- For audio materials such as music CDs and audio-books, fines will accrue at the rate of 50 cents per day for each item.
- For audio-visual materials such as movies and Great Courses, fines will accrue at the rate of \$1 per day for each item.
- Any library noticenotice 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.

Lost or Damaged Materials

Lost or damaged materials must be paid for by the borrower.

- Replacement charges for lost items that do not have a cost recorded in the circulation system will be calculated by library staff locating the item on either amazon.com or barnesandnoble.com.
- Each replacement item incurs an additional \$5.00 processing fee.
- The library will attempt to repair damaged items when possible. If an item cannot be easily repaired, the patron will be expected to pay for the item following the guidelines for replacing a lost item.
- 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.

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.
- A borrower desiring to borrow materials must complete the Interlibrary Loan request online. Staff must review and approve all requests.
- Items borrowed through Interlibrary Loan shall be available to Wells Branch Community Library patrons according to the conditions and regulations of the lending library. Any issues that arise must be resolved between the patron and the lending library and may cause suspension of Wells Branch Library borrowing privileges and/or Interlibrary Loan privileges.
- Patrons who use Interlibrary Loan are expected to pay postage of \$2.50 per item at the time of the request.

Withdrawal of Library Privileges

All borrowers who retain library materials beyond their due dates, have outstanding fines of \$5.00 or more, or those who do not pay replacement charges for lost items, or those who otherwise fail to abide by the provisions of this Circulation Policy, shall have their library privileges, and the privileges of other members of the household suspended. This includes use of library computers and digital materials and services. In order to resume use of library services, he/she must resolve the account completely.