

# **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 The library does not purchase textbooks, items with out of date information, or items that are especially rare or expensive.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 is pleased to accept donated books and media. We do not accept other 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.

Specific information about what can and cannot be accepted can be found in Addendum D.

Approved by Board of Trustees January 30, 2020

*Replaces previous versions of Collection Development Policy, Donation Policy, Fines & Fees Policy, Circulation Policy, Launchpad Policy, E-Reader Policy and Homebound Services Policy*

## **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 about the child's card.

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.

### **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 youth accounts, are confidential and will be discussed only with the individual to whom the account is registered.

## **Borrowing Materials**

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. Patrons in good standing may reserve materials to be pulled as they become available.

Specialty items, such as Kindles and Launchpads, are only available to established adult patrons with clear accounts and 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.

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## **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 2 days before returning to circulation. Any patron who fails to collect 40 reserves within a calendar year 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 home or facility coordinator, pick-up by proxy of bagged and pre-selected items, or another arrangement. Those services, when available, are described in the agreements.

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

Overdue Library Materials accrue late fees as described in the Schedule of Fines and Fees (Addendum A)

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, 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.

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*Replaces previous versions of Collection Development Policy, Donation Policy, Fines & Fees Policy, Circulation Policy, Launchpad Policy, E-Reader Policy and Homebound Services Policy*

## **Addendum A**

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

Fines and fees are not refundable.

The library cannot provide or sell consumable office supplies.

Book Sale Items are available to the public for a suggested donation.

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
- Replacement Library Card \$1
- Material Processing: \$5 per item
- Faxing: 25 cents per page
- Printing: 10 cents per page for black & white, 50 cents per page for color
- Returned checks: \$35 per incident
- Credit or Debit Card Processing: \$1 per transaction
- Overdue items:
  - 25 cents per day for print materials
  - 50 cents per day for audio materials
  - \$1 per day for films and other A/V materials
  - \$5 per day for specialty items such as Kindles & Launchpads
- Damage or Loss of Launchpad or components
  - Launchpad \$150
  - Power Cord \$10
  - USB Adapter \$7
  - Processing \$10
  - Total \$177
- Damage or Loss of Kindle or components
  - Kindle \$130
  - Kindle Case \$20
  - Power Cord \$10
  - USB Adapter \$20
  - Carrying Case \$20
  - Kindle Processing \$40
  - Total \$240

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## **Addendum B**

### **Circulation Limits for Physical Materials**

#### **Check Out Limits (per card)**

- Total items per card- 30
- Books - 30 items
- Videos/ DVDs - 5 items
- Television season on DVD - 1 item
- Great Courses (mixed formats) - 1 item
- Audio books on CD - 5 items
- Music CDs - 10 items
- Magazines - 5 items
- Kindle- 1 item per household
- Launchpad- 1 item per household
- New library users are limited to an initial check out of only five books and one audiobook per account and no movies or other materials on the first visit.
- Most circulating library materials may be renewed twice if not on “reserve” by another patron. The following classes of materials with limited circulation may not be renewed: magazines, DVDs, kindles, launchpads.
- Reserves are limited to 2 DVDs and 20 items total per account.

#### **Check-Out Periods**

- Books- 2 weeks
- Video/ DVD/ TV DVD- 1 week
- Great Courses- 2 weeks
- Audiobooks and/or music on CD- 2 weeks
- Magazines- 2 weeks
- Kindle or Launchpad- 2 weeks
- Knitting Needles- 2 weeks
- Phone charging cords- 4 hour in library use only
- Bike Locks- 4 hour in library use only
- Reserves are held for two days from notification, then returned to circulation

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## **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.
- Any patron questioning materials in the Library collection may complete a Request for Reconsideration form, which will be handled by the Director according to procedure. Additional requests by a patron for reconsideration of similar materials based upon the same criteria as one previously denied will be treated as duplications and returned to the patron without further action.

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## **Addendum D**

### **Guidelines for Acceptance of 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**

- Publications with a copyright date earlier than three years in the areas of science, law, health, geography or technology.
- Condensed books.
- Used textbooks.
- Reference materials more than two years old.
- Propaganda or solicitation.
- Original media.
- Self-published materials.
- Unbound or temporarily bound materials.

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

#### **Magazines**

We accept magazines dated within the past 6 months, and especially appreciate continuing monthly donations of the same title. We accept other periodicals on a case-by-case basis upon manager approval.

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

- We accept compact discs, DVDs, and children's VHS movies in good working order.
- We accept donations of educational software on CD compatible with Windows XP or later, as long as the license and manual is included and license is assigned to the library.
- 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 or VHS movies except for specific children's titles.

**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.**

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