

**WESTCHESTER PUBLIC LIBRARY
CIRCULATION POLICIES
(effective 1/1/2012)**

LIBRARY CARDS

GENERAL INFORMATION

A library card is a valuable asset. It can give you access to millions of dollars worth of books, magazines, and other library materials. You are financially responsible for the items checked out on your card, so protect it as dearly as you would a credit card. Do not let others use your card and report a loss or theft of your card to the library immediately.

All patrons wishing to borrow materials from the library must register with the library, providing a current address and a residence reference, in order to receive a library borrower's card. An appropriate application form and signature card must be completed and proper identification must be shown. Appropriate identification includes a driver's license, automobile registration, property tax statement, fishing license, voter's registration card, or a piece of delivered mail.

The library reserves the right to withdraw borrowing privileges from any patron providing the library with false registration information, displaying unruly conduct, failing to return borrowed materials, or for accumulating fines.

All patrons borrowing materials must show their valid borrower's card when checking out material. Library cards are not transferable to others and patrons must use their own card to borrow materials. Family members may not use the cards of other members of the family. Valid borrower's cards will be honored at either the Thomas or the Hageman Library.

RESIDENT ADULT

Adult residents or real property owners of Westchester Township may apply for a free library card for the Westchester Public Library at the Thomas Library, Chesterton, or the Hageman Library, Porter. An appropriate application form and signature card must be completed and proper identification must be shown. Appropriate identification includes a driver's license, automobile registration, property tax statement, fishing license, voter's registration card, or a piece of delivered mail.

RESIDENT MINOR

The parent or guardian of a minor child must apply in person for a card for a minor child and have a valid library card in good standing with the library. The adult must also present appropriate identification and sign a signature card agreeing to be responsible for materials borrowed by the child. Library cards for adults and children are linked and a block for excessive fines or fees on one card will block the borrowing privileges for all other linked cards.

The library will not restrict a patron's access to library materials due to age and requests that parents who are concerned about their children's access to materials accompany them to the library and assist them in making selections.

BUSINESS/CORPORATE CARDS

Businesses located in Westchester Township may apply for library cards for business purposes. The business owner or manager must complete the application forms. The business will be held responsible for all items borrowed on the card.

RECIPROCAL BORROWING

The Westchester Public Library participates in the Indiana Reciprocal Borrowing Program. Resident borrowers of our library district in good standing with the library may borrow materials without charge from other public libraries participating in the program. Nonresidents of our library district who reside in a participating library district may borrow materials from our library.

NONRESIDENT ADULT RECIPROCAL BORROWING CARDS

Nonresidents applying for a reciprocal borrowing card must be registered and be in good standing with their home library. Appropriate identification must be shown and an application form completed before we will issue a nonresident card.

NONRESIDENT MINOR RECIPROCAL BORROWING CARDS

Nonresident minors may apply for a nonresident reciprocal borrowing card. The parent or guardian of a nonresident minor child and the child must both hold a valid library card in good standing with their home library.

NONRESIDENT PURCHASED CARDS

Nonresidents of Westchester Township who are not residents of a reciprocal borrowing library district may purchase a nonresident library card for an annual fee of \$150 per card per person. The card allows nonresidents to borrow materials from any of the library's regular circulating collections.

COMPUTER USERS

Patrons who desire to use the library's public access computers or access the library's wireless service must have and use their resident or nonresident library card.

PLAC CARDS

The State of Indiana has established a program to provide Indiana residents with the opportunity to purchase a Public Library Access Card for an annual fee. The fee is set annually. The card will be honored by any public library in the state. PLAC card users will be allowed to borrow only books and not other types of materials from the Westchester Public with a PLAC card.

NONRESIDENT TEACHER CARDS

Teachers who teach at a school within the library district or the Duneland School District are eligible to receive a library card for a fee of \$1.00 per year. The teacher card allows teachers to only borrow books from the library.

TEMPORARY CARDS

A temporary resident of Westchester Township may apply for a temporary card. Identification

showing place of permanent residence and the local temporary residence are required. A refundable deposit of \$10 is also required.

CARD RENEWAL

Library cards are normally valid for 3 years, but address checks are made annually. Purchased cards and PLAC cards are only good for 1 year. Cards may be renewed by showing appropriate identification to reconfirm the address.

LOST CARDS

If your library card is lost or stolen, please notify the library **immediately** to prevent others from charging items to your account. There is a replacement charge of \$1.00 for the first lost card. The charge for a second lost card within a year is \$5.00.

BORROWING

The library allows library patrons to borrow selected materials from the library when it deems that circulating such material will provide for its maximum use. Other materials are not circulated due to its high or irreplaceable value, or when the library deems that the materials would be better used within the library.

The library requests that its patrons respect public property, its loan policies, and cooperate with the library to insure that borrowed materials are returned in good condition and within allotted loan periods so that others may also enjoy the library's resources.

LOAN PERIODS AND RENEWALS

MATERIAL TYPE	LOAN PERIOD	RENEWAL	ITEM LIMITS
New Hardcover and Paperback Books	14 days	No renewals	5
General Hardcover and Paperback Books	28 days	1 renewal	15
Periodicals	14 days	1 renewal	15
Toys and Board Games	7 days	1 renewal	2
DVD's	5 days	No renewals	5 total video items
Nonfiction Video Tapes	7 days	No renewals	5 total video items
Fiction Video Tapes	5 days	No renewals	5 total video items

Audio Tapes	14 days	1 renewal	10 total audio items
Compact Discs - Music	14 days	1 renewal	10 total audio items
Compact Discs - Audio Book	14 days	1 renewal	10 total audio items
MP3 Player	14 days	1 renewal	3 items
Language Instruction Materials	14 days	1 renewal	2 items
USB Drives	7 days	1 renewal	2 items
Electronic Games	7 days	No renewals	2 items

A patron may only borrow a total of 25 items of all types.

Reference books and new periodicals do not circulate.

Items on reserve for another patron may not be renewed.

FINES AND FEES

MATERIAL TYPE	DAILY FINE	ADULT MAXIMUM FINE	JUVENILE MAXIMUM FINE
Hardcover Books	\$.05	\$5.00	\$5.00
Paperback Books	\$.05	\$5.00	\$5.00
Periodicals	\$.05	\$5.00	\$5.00
Toys and Board Games	\$.05	\$5.00	\$5.00
DVD's	\$1.00	\$5.00	\$5.00
Nonfiction Video Tapes	\$1.00	\$5.00	\$5.00
Fiction Video Tapes	\$1.00	\$5.00	\$5.00

Audio Tapes	\$.05	\$5.00	\$5.00
Compact Discs - Music	\$.05	\$5.00	\$5.00
Compact Discs - Audio Book	\$.05	\$5.00	\$5.00
MP3 Player	\$.05	\$5.00	\$5.00
Language Instruction Materials	\$.25	\$5.00	\$5.00
USB Drives	\$.25	\$5.00	\$5.00
Electronic Games	\$1.00	\$5.00	\$5.00

FINES - In order to share library materials as widely as possible, patrons are fined for library materials held longer than the prescribed loan period.

BLOCKS

The borrowing privileges of patrons are blocked when their accumulated fines and fees total \$5.00 or more.

LINKS

Parents are responsible for the library accounts of their children and their borrowing privileges are linked together. If the borrowing privileges of a child are blocked due to accumulated fines or fees, the borrowing privileges of the parent will also be blocked. If the privileges of a parent are blocked, all children linked to the parental card will also be blocked until the reason for the block is resolved.

MAXIMUM FINES

Fines for overdue materials owned by the Westchester Public Library do not accrue forever. A schedule of maximum fines is applied to all materials to encourage the ultimate return of items to the library's collections. Maximum fines are applied per item.

RETURNS

Library materials must be returned to a public service desk before the close of business on the date due. Materials returned in drop box late in the day or after closing will not be checked in until the following day and an overdue fine may be due.

HOLDS

Patrons in good standing may ask that a hold be placed on circulating books in either print or audio format that may currently be checked out by another patron or are on order for the library or being processed. Patrons can have up to (5) items on hold at a time.

INTERLIBRARY LOAN

If WPL does not own the materials you need; the reference desk may be able to obtain them from another library system through the state interlibrary loan service. Patrons must have a valid WPL card and be in good standing with the library for requests to be placed. A patron can only have 3 active ILL requests at a time.

There is no base charge for resident patrons borrowing materials from within Indiana. There is a base charge of \$2 for each request for non-resident cardholders; this fee must be paid before a search is made and is not refundable even if no results are available.

There may be a charge assessed by lending libraries outside of the state. If a lending library does charge fees, the out-of-state fees must be paid by the requesting patron. Interlibrary loan requests may take 2-3 weeks. Patrons will be notified by phone when the requests are filled. Overdue interlibrary loan fees are \$1 per day. There is no maximum fee.

The ILL fees and loan periods for interlibrary loan materials are set by the lending libraries. Some libraries will allow interlibrary loan items to be renewed, others may not.

OVERDUE NOTICES

Overdue notification is expensive and not offset by fine collections so we encourage patrons to keep track of their due dates and return library materials on time to avoid overdue charges. We no longer send overdue notices through the mail, but we may make overdue notice telephone calls when staff or volunteers are available.

CLAIMED MATERIALS

Although the library has experienced some minor problems in the past with the automated system, we have great confidence in our circulation records. Sometimes our patrons will claim that items have already been returned or never borrowed. We allow patrons to carry a limited number of such claims on their records (3), but we encourage them to keep searching for our materials.

LOST OR DAMAGED MATERIALS

Library patrons are expected to return library materials in as good of condition as when borrowed, less wear from normal use. Patrons will be charged the original purchase price of lost items or materials damaged beyond repair that are not considered to be candidates for replacement in the library's collection. Patrons will be charged the actual cost of a lost or damaged item including shipping plus an acquisition and processing fee of \$5.00 for the reacquisition and cataloging of the replacement.

Patrons who lose or damage a single item in a set will be responsible for the replacement of the entire set if a single replacement item cannot be acquired.

REFUNDS

Patrons may request and receive refunds for items they have paid to replace but have found and returned to the library providing the library has not replaced the item already or six (6) months has not passed since payment was made. Patrons are encouraged to keep and

show receipts for payment. An appropriate voucher must be completed for a refund warrant to be issued. There are not refunds for ILL items.

COLLECTION

Library materials are public property and the failure to return borrowed library materials is a serious offense. Patrons who do not return library materials may be referred to a collection agency for the recovery of our materials and collection expenses.