

Materials	Loan Period	Overdue	Max Fine	Renewable
Books, New Fiction	2 weeks	N/A		1 Renewal
Books, All Other (75 per patron)	3 weeks	N/A		2 Renewals
Periodicals (10 back issues per patron. Current issues do not circulate)	2 weeks	N/A		2 Renewals (Current Issues not available for checkout)
DVD/Blu Ray (5 titles)	7 days	1 Grace Day 1 dollar per day	\$30.00	Not Renewable
Music CDs (5 titles per patron)	3 weeks	N/A		2 Renewals
Books on CD (10 titles per patron)	3 weeks	N/A		2 Renewals
Hotspots (1 per household)	7 days	No Grace Day 3 dollars per day	\$30.00	Not Renewable
Grab and Go Bags	3 weeks	N/A	N/A	Not Renewable

### **Reference and Genealogy Materials:**

Reference & Genealogy materials do not circulate. Under special circumstances, a special loan period may be established for these materials.

### **Overdue Materials and Fines:**

It is the responsibility of the library patron to make note of the due date printed on the due date receipt and to return them on time. Materials must be returned to the circulation desks, return slots, or in the outside book return. Materials left in the outside book return after hours will not be checked in until the following business day. Overdue fines will be automatically generated for Interlibrary Loans, DVD/Blu-Ray's, and Hotspots. There will be no overdue fines generated for all other materials. Overdue notices will be generated by computer and are mailed out approximately 8 days after the due date and 15 days after the due date. Patrons will receive a phone call or letter approximately 23 days after the due date. Replacement costs will be charged to patrons' cards if items are overdue by 4 weeks. Patron accounts with long overdue items and/or fines may be submitted to a collection agency.

**\*\*DVD/Blu-Ray's, Hotspots, and CDs are not to be returned in the outside book drop.**

### **Outstanding Balance Restrictions**

\$ .01 - .99                      No restrictions

\$1.00 – 12.00                Patron must pay at least 10% of balance of outstanding charges owed before checking out additional materials.

Over \$12.00                Patron may not check out additional materials until the balance is reduced to \$10.80.

When renewing a borrower's card, all outstanding charges must be paid on that card and any other associated card(s), including parent or guardian's other associations. All overdue materials must be returned or renewed before the card can be renewed.

### **Lost or Damaged Library Materials**

Patrons will be charged the retail price for all lost or damaged library materials. No refunds will be issued for payments made for lost materials if the materials are found by the patron at a later date. Materials overdue for 4 weeks or more will be considered lost and will be charged to the borrower's card.

### **Reserves**

All items, except DVD/Blu-Ray's and Hotspots, may be reserved in advance of check-out. Reserved library materials will be held for three full business days following notification.

### **Renewals**

Renewals may be made in person, over the phone, or online. Patrons renewing over the phone may be asked to give their borrower's card number before the transaction can be completed. DVD/Blue-Rays, Hotspots, and items that are on reserve will not be renewed. All other materials may be renewed for their regular loan period. New books may be renewed for a limit of one time. All other items may be renewed for a limit of two consecutive times.

## **Interlibrary Loan**

Interlibrary Loan (ILL) is a service made possible through Indiana SHARE, a statewide network that serves academic, public, school, and special libraries, and is provided to all WCPL cardholders. ILL makes available materials that are not held by WCPL. There is a limit of 10 materials per month. The material will count towards the limit a patron has of a particular material. If a patron requests a book it will count towards the 75-book limit per patron, and if it is a DVD it will count towards the 5 DVD limit, etc. Once a patron makes a request WCPL will place the request. If the material cannot be located then the patron will be notified of the cancelled request. Upon the requests arrival the patron will be notified that their item is ready for pickup. Patrons must return all ILL items by the due date that is set by the lending library. Interlibrary Loans cannot be renewed. There is no charge for this service, but overdue fines are charged at the rate of \$1.00 per day. The replacement cost of any unreturned or damaged ILL item will be charged to the patron's account. Also, WCPL loans out Interlibrary Loans to other libraries.

## **Access**

All circulating items that belong to the Wabash Carnegie Public Library are available for check-out by anyone holding a valid borrower's card issued by the library. However, the use of a card in the name of a minor child (under the age of 18 years) may be restricted by their custodial parent or legal guardian.

## **Use of Borrower's Card**

All patrons shall have borrower cards in their own name, and shall check out library materials under their own registration. A homebound patron may designate, in writing, other persons to check out materials for them. All patrons may be asked to present their borrower's cards and to identify themselves when borrowing library materials.

Cards for Institutional Borrower's shall be kept by the institutional officer who assumed responsibility for the use of the card.

**Patrons will be charged \$1.00 to replace lost cards.**

## **Privacy of Library Circulation Records**

1. The circulation records of the Wabash Carnegie Public Library are confidential and not subject to freedom of information, regardless of the source of inquiry.
2. Circulation records, if they exist, are confidential to the library and staff and shall not be made available to anyone except pursuant to a valid court order. However, a custodial parent or legal guardian shall have access to the records of minor child.
3. Any threats or unauthorized demands (i.e. those not supported by a valid court order) concerning circulation records shall be reported to Library Director.
4. All issues and requests relating to the privacy of circulation records which are not provided for (above) are to be referred to the Library Director, or, in the Library Director's absence, to the President of the Library Board.