

# CIRCULATION POLICY

## PATRONS:

1. Requirements for an adult patron (age 16+) card:

A state ID with a current address or two of the following with one having a current address:

**One ID must be from the following list:**

- a. **State ID / Driver's License**
- b. **Social security card**
- c. **Birth certificate**
- d. **Military ID**
- e. **Passport**
- f. **Voter registration card with current address**

**One of the following can be used to confirm current address:**

- g. **Check book with current address**
- h. **Piece of recently cancelled mail received by patron at their current address**

2. Children under the age of 16 need a parent or guardian to sign the registration form, and the child must be present at the Library to receive the Library card.
3. **Library Card Replacement:** The first library card is free along with replacements for worn cards. If the card is lost, then a replacement will be given (when ID is shown) at a cost of \$1.00.
4. Patrons will be **required** to present their library cards or state/federal ID that is on patron record to check out materials.
5. The Library will annually confirm contact information (address, phone #, etc.).
6. **Confidentiality & Privacy** – The Library guards each individual card holder's privacy, therefore any information about the cardholder or any transactions with the library will only be shared if the library card or state/federal ID that is on patron record is presented or given to the Library (i.e. over the phone).
7. New card holders are limited to two items out at a time until they have checked out and returned 10 items, after which normal circulation rules will apply.
8. Whenever the circulation computer system is down, the Library will limit each person to two (2) items to checkout. This can be due to (but not limited to) loss of internet or system maintenance.
9. The library is not responsible for damage done to personal equipment while using library materials.

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## CHECKOUT PERIODS:

| Materials  | Loan period | Renewal period | # of Renewals | Days before 1 <sup>st</sup> notice | Days between 1 <sup>st</sup> notice and Bill | Maximum # of items | Fines / Bill Fee   |
|--|-------------|----------------|---------------|------------------------------------|--|--------------------|--------------------|
| Books, Music, & Audio books                                  | 21 days     | 21 days        | 2             | 14                                 | 14   | 100                | None / \$2.50 each |
| DVD's & Videogames   | 7 days      | 0              | None          | 14                                 | 14   | 5 DVD's<br>2 Games | None / \$2.50 each |
| Playaway Views   | 7 days      | 0              | None          | 14                                 | 14   | 1 per house        | None / \$2.50 each |
| Framed Art   | 28 days     | 28 days        | 2             | 14                                 | 14   | 2 per household    | None / \$2.50 each |
| Reference, NC, Genealogy and other non-circulating materials | 1           | 0              | None          | 1                                  | 1  | None               | None / \$2.50 each |
| Equipment  | 3           | 0              | None          | 1                                  | 1  | --                 | None / \$2.50 each |
| ILL  | 28 days     | 14 days        | 1             | 14                                 | 14   | --                 | None / None        |
| Teachers (Books)   | 21 days     | 21 days        | 2             | 14                                 | 14   | 100                | None / None        |
| Teachers (DVDs)  | 14 days     | 0              | None          | 14                                 | 14   | 5 DVD's            | None / None        |
| Contractor books   | 7 days      | 0              | None          | 1                                  | 13   | --                 | None / \$2.50 each |

## RENEWALS:

1. Library card numbers, state/federal ID that is on patron record, or item barcode numbers must be given to renew items.
2. If a patron returns a book to the Parkersburg & Wood County Public Library that is the property of another library, we will check the material in and send to the lending Library. The Parkersburg & Wood County Public Library reserves the right to charge the patron postage for the returns.

## CIRCULATION POLICY

### OVERDUES:

1. The Library provides many incentives for patrons to return the Library materials. The Library waives all fines on materials returned to the Library before the final bill.
2. The Library will contact the patron with two notices for overdue materials. The first notice will be issued 14 days after materials were due, and the final bill will be sent 14 days after the first overdue notice.
3. While we do offer many incentives, we also ask for each person's help in getting materials returned for the benefit of others in the community. We also remind everyone on overdue bills that in regards to State Law:  
    "Any person who willfully retains... materials of any kind whatsoever belonging to any public library for thirty days after the mailing date of a written notice demanding the return of said material...is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than two hundred dollars" (WV State Code § 10-1-11).

### FINES & FEES:

1. Bill Fee – If material is billed (2<sup>nd</sup> notice after 28 days overdue), there will be a mandatory \$2.50 fee per item to cover the cost of postage and service in handling the billed materials. This fee is not waived during fine free weeks.
2. Lost Items – If materials are lost and not returned to the Library, then the patron will be held responsible for the replacement cost of said material.
3. If material returned to the Library is damaged beyond use or items are missing (CDs, cassettes, DVD's, etc.), then the patron will be held responsible for paying to replace said material.
4. Deposit books – Cash only for deposits. The Library will hold the money until the material(s) are returned. If materials are not returned, then the money will be used for the replacement of said materials. A fine may still be charged to the patron.
5. Contractor's books – Cash only for deposits. The Library will hold the money until the material(s) are returned. If materials are not returned within 28 days of the due date, then the deposit money will be used for the replacement of said materials. No refunds accepted. A fine may still be charged to the patron.
6. Lost barcodes from materials will cost \$1.00 to replace.
7. Printouts and copies are 10¢ per page for Black & White; 50¢ per page for color.
8. Faxes are \$1.00 per page to send and 50¢ per page to receive.
9. Genealogy research requests are \$2.00 per request along with photocopy charges, and are limited to 5 requests at a time.
10. Staff and School Teacher/Library Cards will not pay fines or fees but all lost or damaged items will be billed as usual.

### CREDIT/DEBIT CARD PROCESSING



## CIRCULATION POLICY

1. All debit/credit card transactions must be conducted in person with card present.
2. Cards may be used for any service or fee of one dollar (\$1) or more. It may not be used for cash advance.
3. Refunds by check only.

### **BLOCKS:**

1. Patrons with fines or fees greater than or equal to \$5.00 will not be able to check out materials until the fines or fees are paid down below \$5.00.
2. Any patrons with materials more than 28 days overdue will have their borrowing privileges blocked until said material is returned.

### **HOLDS & REQUESTS:**

1. The Library wants to meet all of the informational, recreational, and educational needs of the community. To do so we make a great effort in allowing patrons to access the catalog online at <http://parkersburg.lib.wv.us> and place holds for any circulating materials in our collection online, in person, or by phone.
2. If you are unable to find what you are looking for, please let us know and we will either try to purchase said material for the Library or borrow as a loan (Inter Library Loan) from another Library.