

Circulation Policy

Adopted: 5/9/1989

Last Revised: - 6/13/2024

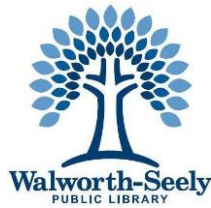
A. **Library Card:** An OWWL library card must be used by patrons intending to check out materials. The registration form must be filled out prior to the issuance of a library card to any patron intending to borrow materials. A document bearing the applicant's current address and signature is required as proof of valid address. Effective September 1, 2005, for new registrants, a photo ID or student ID are required as proof of identity. Acceptable photo IDs include driver's license, sheriff's ID, employer ID, military ID, or student ID. Children may have their own card, with a parent/guardian signature on the registration form. The library card is to be presented each time a patron checks out materials. The library has the right to request card holder's authorization when someone other than the card holder attempts to use the card. The card holder may provide pre-approval authorizing a specific person to use the card by having staff add a note to their account.

B. **Patron Privacy:** To ensure reader's privacy when recording material checked out of the library, their card number is used, not their name. The staff does not discuss reader's selections with anyone. The staff will not disclose borrower's information to the public for inspection, except by subpoena, and then only when good cause has been made in court, with the option of appeals residing with the Board of Trustees in accordance with CPLR 4509. (reference Principles 3.29: Confidentiality of Records.)

C. **Disclaimer:** The library does not maintain responsibility for the validity of the content or the intended use of references obtained at the library.

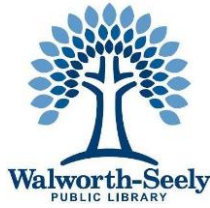
D. **Borrowing Periods:** The table below lists the circulation records adopted by OWWL. These will be posted in the library and included in literature produced by the library as appropriate. The time is counted as calendar days; that is, if an item is checked out on Monday, it is due the following Monday, or 2 weeks from that day, or 3 weeks from that day. If the due date is a holiday, it is due the following day.

Materials with a Hold may not be renewed. Any materials that are not on hold for another patron will be automatically renewed if there are renewals remaining on that item. Patrons with an email address on record will receive notification prior to the auto-renewal notifying them of the item's status. If an item is out of renewals and the patron wishes to check it out again, they must bring the item into the library to be scanned. If there are no holds on it then the patron may check it out again.



Item Type	Standard Loan Period	Renewal Limit	Checkout Limit	Daily Fine Fees
Audiobooks	3 weeks	2	none	Fine Free
Books (all types, ages)	3 weeks	2	none	Fine Free
Magazines	3 weeks	2	none	Fine Free
Magazines (weekly)	1 week	0	none	Fine Free
Music CDs	3 weeks	2	none	Fine Free
Video (DVD & Blu-Ray)	1 week	1	5 per checkout (including sets)	Fine Free
Video Sets (series)	3 weeks	1	5 per checkout (including other DVD and Blu-Ray)	Fine Free
Video Games	1 week	1	3 per checkout	Fine Free
PS4 Controllers	1 week	0	none	Fine Free
Experience Kits	1 week	1	none	Fine Free
Story Time Bags	3 weeks	1	none	Fine Free
VHS + DVD Player	3 weeks	1	none	Fine Free
Hotspots	1 week	1	1 per card	\$5.00 Fee if data is deactivated when overdue
Experience Passes *Not Holdable	1 week	1	1 per card	\$5.00 deactivation fee + replacement cost

E. **Hotspots** - Any Hotspot not returned in 2 weeks will be declared LOST and the full replacement fee will be assessed to the borrower's library account. If the item is returned to another library or in our book drop, a fee of \$5 will be charged to the borrower's library account. If the hotspot is overdue, the library reserves the right to shut off the data plan. If this occurs a \$5.00 deactivation/reactivation fee will be charged to the patron's library account. Patrons are responsible for any additional charges incurred on the device during their loan period, which will be assessed to the borrower's library account. Late fees and any replacement fees for the Hotspots must be paid in person at the Walworth-Seely Public Library circulation desk.



Verizon Orbic or Jetpack Mifi	\$180.00
Sprint Coolpad Surf	\$144.00
T.Mobile Franklin T9	\$68.00
Charging Cord	\$12.00
USB outlet plug	\$10.00
Protective Case	\$12.00
Tag with Barcode	\$5.00
WSPL bag	\$15.00

F. Fees:

If any item is overdue by two weeks or more, the library will send an Overdue Notice via mail notifying the patron that the item is still checked out to their account. A \$1.00 postage fee will be assessed for each Overdue Notice that is mailed out.

If any item that is overdue long enough to be declared LOST, a full replacement fee will be assessed to the borrower's library account. No overdue fines will be charged as long as the item is returned or paid for in full, unless it is a hotspot.

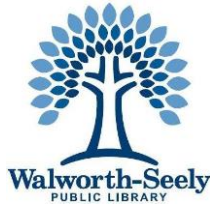
There will be a \$1.00 No Show Fee for materials that are placed on hold and not picked up within one week from phone call. The No Show Fee will be waived for WSPL patrons for material owned by and to be picked up at WSPL.

Patrons will be blocked from borrowing or placing holds if they have 5 or more overdue materials OR \$5.00 in fines from any OWWL library.

There will be a \$40 charge per check for any checks that are dishonored by the bank. Until this fee is paid, the patron's record will be barred from any use.

G. Hold Policy:

- 1.) Materials may be placed on hold, per OWWL policy and procedures.
- 2.) The patron will be notified when the item is available. The selection will be held for one week.
- 3.) If the patron does not pick up the material within the week, the materials will be sent back to the owning library or to another library to fill a hold and a fee may be assessed to the borrower's library account.
- 4.) A patron who has a hotspot already checked out to their library account cannot place a hold for another hotspot (regardless of the service provider) until the first hotspot has been returned.



G. Reference Material:

1.) Reference material cannot leave the library; copies may be made at the current WSPL copy rate.

2.) Library staff will help the patron find information within the library or library system, or suggest where the patron may find it outside the system. The amount of time spent locating reference sources is up to the discretion of the Library Director.

H. DVD and Blu-Ray: Due to copyright restrictions, DVDs and Blu-Rays NOT labeled as having public performance rights are to be used for home viewing ONLY.

I. Video Games: There will be a limit of 3 video games per patron at checkout for a period of one week.

J. Protests: Any borrower, who feels that the library records are at fault and they are not responsible for the materials or the charges that have been associated with their card, should first be invited to discuss the matter with the Library Director.

If they are not satisfied with the Library Director's decision, they should be invited to direct a letter to the Board of Trustees detailing the protest. They may be invited to attend a Library Board meeting and to further discuss the matter with the Library Board. A final decision will then be made and sent in writing to the patron.

Revision History:

Reviewed -

Revised - 10/11/2012, 3/10/2022, 6/13/2024