

## FINES AND FEES

***Fees on materials belonging to an Evergreen library can be paid at any Evergreen library.***

- ◆ All overdue circulating materials will be charged a fine of 25¢ per day, per item, up to a limit of \$10.00 per item. (Exception: overdue fines for Pocket WiFi devices are \$2.00 per day.)
- ◆ Lost or damaged materials will result in the patron's card being charged an amount assessed by the library up to the price of the item plus any outstanding fines and fees, and a processing fee of \$10.00 per item.
- ◆ Patrons are charged \$2.00 for each replacement card.

## OVERDUE NOTICES

***Patrons are encouraged to keep their email addresses current in order to receive timely email notices.***

***NOTE: EMAIL NOTICES ARE NOT GUARANTEED!***

***Only patrons with current email addresses will receive the following notices:***

- ◆ Email pre-notice sent 3 days prior to the due date.
- ◆ Email notice sent on the day the item is due.

***All patrons will receive the following overdue notices:***

- ◆ Overdue notice mailed via US mail 14 days after the item is overdue.
- ◆ Second overdue notice mailed via US mail 28 days after the item is overdue.

***All patrons with items overdue for 45 days will receive a final notice via US mail billing them for the replacement cost of each item, plus any associated fees or fines, plus a \$10.00 processing fee per item.***

## OBTAINING A LIBRARY CARD

- ◆ The Westfield Washington Public Library is open to all residents and property owners of Washington Township. The library affirms the right to the privacy and confidentiality of every library user. First-time library cards are issued free of charge. Adults and students 18 years of age and older applying for a library card must show proof of their current address plus photo identification.
- ◆ Children ages 0-17 must have a responsible adult's signature on their registration cards. The responsible adult must have a current library card and/or show proof of address. In addition, the responsible adult assumes all liability for items checked out by the minor child.
- ◆ Westfield Washington Public Library patrons become members of the Evergreen Indiana Consortium upon obtaining a library card. Evergreen library cards may be used at any other Evergreen library in Indiana.
- ◆ Library cards **MUST** be presented to check out materials. Library cards are not transferable to any other person for any reason. Replacement cards are issued at a cost of \$2.00 per card in the event that a card is lost or stolen.
- ◆ Hamilton County residents from a library district outside of Washington Township may register for Reciprocal Borrower privileges if they have a library card from their home library and are in good standing.
- ◆ Residents from Indiana districts outside of Hamilton County not associated with the Evergreen consortium may obtain a library card with the Westfield Washington Public Library provided they have purchased a Public Library Access Card (PLAC). Residents from areas not served by any library may inquire at the circulation desk about purchasing an annual non-resident card.
- ◆ Employees of a school corporation or nonpublic school located in the library district may be issued a Westfield Washington Public Library card. The WWPL Evergreen Indiana card is only valid at the Westfield Washington Public Library and may not be used at other Evergreen Indiana libraries.

REVISED AUGUST 2019



# WESTFIELD WASHINGTON PUBLIC LIBRARY

## RULES

## AND

## REGULATIONS

333 West Hoover Street

Westfield IN 46074

317-896-9391

317-896-3702 fax

[www.wwpl.lib.in.us](http://www.wwpl.lib.in.us)

email: [librarian@wwpl.lib.in.us](mailto:librarian@wwpl.lib.in.us)

[www.facebook.com/wwpl46074](http://www.facebook.com/wwpl46074)

[www.instagram.com/wwpl46074](http://www.instagram.com/wwpl46074)

[twitter.com/wwpl46074](https://twitter.com/wwpl46074)



# WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

## CHECKING OUT & RENEWING ITEMS

*Library materials have the following circulation periods:*

### 21 DAYS:

- ◆ Adult books
- ◆ YA books
- ◆ Juvenile books
- ◆ Audio books
- ◆ Music CDs

### 14 DAYS:

- ◆ 14-Day books
- ◆ Magazines

### 7 DAYS:

- ◆ Video materials
- ◆ Interactive Software
- ◆ Pocket Wifi devices

### 3 DAYS:

- ◆ New video materials

*Items that do not circulate:*

- ◆ Current magazine issues
- ◆ Reference Materials

## RENEWING LIBRARY MATERIALS

*All circulating items listed above may be renewed twice unless there is a hold on the item.*

## LIMITS ON CHECKING OUT MATERIALS

*Patrons may not check out materials if any one of the following conditions apply:*

- ◆ There are 15 or more overdue items from one or more of the Evergreen libraries on the patron's card.
- ◆ There are excessive fines or fees from one or more of the Evergreen libraries on the patron's card.
- ◆ There are 100 items from one or more of the Evergreen libraries already checked out on the patron's card.
- ◆ There are 10 DVDs already on the patron's card.
- ◆ There are 5 Interactive Software items already on the patron's card.

## PLACING HOLDS ON ITEMS

- ◆ Patrons may have no more than 30 total holds at one time within the Evergreen consortium.
- ◆ Patrons may not be able to place holds on certain newly acquired library materials.

## BORROWING FROM OTHER EVERGREEN LIBRARIES

*Evergreen Indiana cardholders may visit any library within the consortium and check out materials. However, non-local EI patrons may not place holds on the following items:*

- ◆ Reference Materials

## LIBRARY HOURS

Monday—Wednesday	10:00 am—8:00 pm
Thursday—Friday	10:00 am—6:00 pm
Saturday	10:00 am—5:00 pm
Sunday	1:00 pm—5:00 pm

## DOWNLOADABLE MATERIALS

- ◆ Libby (Overdrive):
  - >Patrons may borrow up to 10 titles and have up to 10 titles on hold at one time.
  - >Most lending periods are 21 days.
  - >Upon receipt of their hold notification, patrons have 72 hours to borrow the title.
  - >Titles will automatically become unavailable when the lending period expires.
  - >Some titles are renewable if there are no holds on the item.
- ◆ Hoopla:
  - >Patrons may borrow up to 3 Hoopla titles per month.
  - >Lending periods are:
    - ~21 days for Audiobooks, eBooks, Comics
    - ~7 days for Music
    - ~3 days for Movies & TV

## RETURNING MATERIALS

- ◆ All materials may be returned to the circulation desk or the outside return located at the library entrance with the exception of Pocket Wifi devices. A patron's responsibility for items checked out on his/her library card does not end until those items are checked in at the library. Any damage or loss of items from the outside return will be charged to the patron. Patrons will be responsible for any overdue fines on items put in the outside return after the due date.
- ◆ If a patron is unable to return items to the library on the due date because of bad road conditions or other unforeseeable circumstances, the patron is responsible for making special arrangements with the library on the date the material is due. Otherwise, the regular fine schedule will be enforced at the time the items are returned.
- ◆ Materials may be returned at any library belonging to the Evergreen Indiana consortium. Participating libraries can be found on the library's website at [www.wwpl.lib.in.us](http://www.wwpl.lib.in.us).