

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 18 years of age and older 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 Washington Township may be issued a blue Westfield Washington Public Library card. The blue WWPL Evergreen Indiana card is only valid at the Westfield Washington Public Library and may not be used at other Evergreen Indiana libraries.

FINES AND FEES

Westfield Washington Public Library is a fine-free library. No overdue fines are charged on materials checked out at WWPL. However, fees are charged for the following:

- 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.
- Patrons are charged \$2.00 for each replacement library card.
- Patrons may accrue overdue fines or other fees from materials borrowed at other Evergreen libraries.

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

OVERDUE NOTICES

- Patrons with no email address on file will be sent overdue notices by US mail.
- Patrons with accurate email addresses on file will be sent overdue notices by email.
- Patrons are encouraged to keep their email addresses current in order to receive timely email notices.

EMAIL NOTICES ARE NOT GUARANTEED!

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

REVISED MAY 2024



Westfield Washington

PUBLIC LIBRARY

RULES AND REGULATIONS

17400 Westfield Blvd
Westfield IN 46074

317-896-9391

www.wwpl.lib.in.us

email: librarian@wwpl.lib.in.us
www.facebook.com/wwpl46074
www.instagram.com/wwpl46074



WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

CHECKING OUT & RENEWING ITEMS

Library materials have the following circulation periods and renewal limits:

ITEM TYPE	CHECKOUT PERIOD	POSSIBLE RENEWALS
Adult books	21 days	2
Teen books	21 days	2
Juvenile books	21 days	2
Audio books	21 days	2
Music CDs	21 days	1
Magazines	14 days	1
Video materials	7 days	1
Interactive Software	7 days	1
Pocket Wi-Fi devices	7 days	0
Library of Things kits	7 days	1
Launchpads	7 days	1
New video materials	3 days	0

Reference materials do not circulate.

RENEWING LIBRARY MATERIALS

All circulating items listed above may be renewed the designated number of times unless there is a hold on the item.

LIMITS ON CHECKING OUT MATERIALS

Patrons may have no more than 100 total items checked out on their library card at one time. In addition, the following items have these designated limitations per library card:

- 10 DVDs
- 5 Interactive Software items
- 1 Library of Things kit
- 1 Launchpad
- 1 Pocket Wi-Fi device

Patrons may be unable to check out any materials if either of the following conditions apply:

- There are 15 or more overdue items from one or more Evergreen library on the patron's card
- There are excessive fines or fees from one or more Evergreen library 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
- Non-transiting materials

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 5 Hoopla titles per month.
- ◇ Lending periods are as follows:
 - ⇒ 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 with the exception of Pocket Wi-Fi devices (Adult desk), and Library of Things kits and Launchpads (Children's desk). Any loss or damage to items while in the patron's possession or from the outside return will be charged to the patron.
- Materials checked out at WWPL 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.