

OBTAINING A LIBRARY CARD

- Residents of Hamilton County who wish to enter into a Reciprocal Borrower agreement with Westfield Washington Public Library should present a valid library card from their home library and a picture ID. The patron's existing home library card will be entered into WWPL's computer system if the patron is in good standing.
- Children ages 0-17 must have a valid library card from their home library, and a responsible adult's signature on their registration cards. In addition, the responsible adult assumes all liability for items checked out by the minor child.
- Library cards **MUST** be presented to check out materials. Library cards are not transferable to any other person for any reason.

LIMITATIONS ON LIBRARY CARDS

- Hamilton County residents may visit and borrow materials from any county library; however, interlibrary loans, homebound delivery, and Pocket Wi-Fi devices may only be requested through the patron's home library.
- Reciprocal borrowers of library systems within Hamilton County are limited to checking out materials that are physically located at the library at which they have registered for reciprocity, and do not receive privileges at all Evergreen Indiana libraries.
- Downloadable materials must be obtained from the patron's home library.



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.

OVERDUE NOTICES

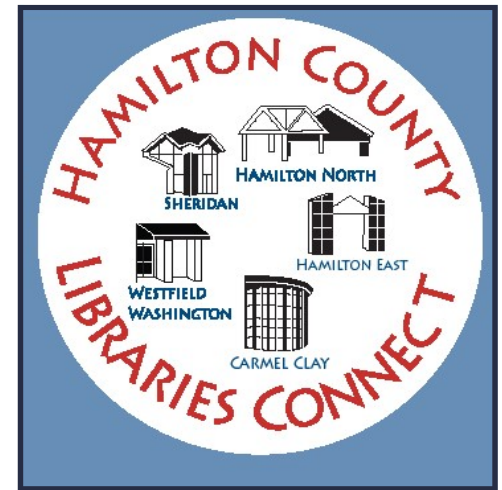
- Patrons with no email address on file will receive overdue notices by US mail.
- Patrons with accurate email addresses on file will receive overdue notices by email.
- Patrons are encouraged to keep their email addresses current in order to receive timely email notices.

EMAIL NOTICES ARE NOT GUARANTEED!

WWPL 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

RECIPROCAL BORROWER
RULES & 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
Library of Things kits	7 days	1
Launchpads	7 days	1
New video materials	3 days	0

Reference materials and Pocket Wi-Fi devices 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.

RECIPROCAL BORROWER AGREEMENT

- Patrons entering into a Reciprocal Borrower agreement with another Hamilton County library agree to adhere to the policies of the particular library from which they are obtaining materials.
- Fines, fees and check-out periods are set by the Board of Trustees of each library system.
- There are no additional fees charged to borrow materials or to attend programs (unless applicable). However, patrons will be held responsible for any fees that accrue on their account.
- Materials must be checked out and returned at the lending library. Materials will not be sent from another Hamilton County library to the patron's home library.

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

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

- There are 15 or more overdue items on the patron's card.
- There are excessive fines or fees on the patron's card.

PLACING HOLDS ON ITEMS

- Patrons may have no more than 30 total holds at one time.
- It is not possible to place a hold from one library for items located at another library.
- Patrons may not be able to place holds on certain newly acquired library materials.

RETURNING MATERIALS

- Patrons must return all borrowed materials directly to the proper lending library. Any materials that are returned to another library will be subject to late fees, if applicable, until the materials are returned to the actual lending library. Libraries will not be responsible for notifying the patron or the lending library if an item from another library is returned by mistake.
- All materials may be returned to the Circulation desk or the outside return with the exception of 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.

OTHER HAMILTON COUNTY LIBRARIES

Carmel Clay Public Library	www.carmel.lib.in.us	317-814-3900
Hamilton East Public Library	www.hepl.lib.in.us	317-773-1384
Hamilton North Public Library	www.hnpl.lib.in.us	317-984-5623
Sheridan Public Library	www.sheridan.lib.in.us	317-758-5201