

FINES AND FEES

Fees on materials belonging to an Evergreen library other than Westfield must be paid to that specific 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.
- ◆ Lost or damaged books will result in the patron's card being charged for the price of the item and any outstanding fines and fees, plus 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 parent's or guardian's signature on their registration cards. The parent or guardian must have a current library card and/or show proof of address. In addition, the parent or guardian 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.

LIBRARY HOURS

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



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



WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

CHECKING OUT & RENEWING ITEMS

Library materials circulate for 21, 14, 7 or 3 days.

21 DAYS:

- ◆ Adult books
- ◆ YA books
- ◆ Juvenile books
- ◆ Books-on-CD
- ◆ Books-on-Tape
- ◆ Music CDs

14 DAYS:

- ◆ 14-Day books
- ◆ Magazines
- ◆ CD-ROM software

7 DAYS:

- ◆ DVDs
- ◆ VHS tapes
- ◆ Interactive Software

3 DAYS:

- ◆ New DVDs

Items that do not circulate:

- ◆ Current magazine issues
- ◆ Reference Materials
- ◆ Sumner History Room materials

RENEWING LIBRARY MATERIALS

All circulating items listed above may be renewed once 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 fines or fees totaling \$10.00 or more 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 already 10 DVDs on the patron's card.
- ◆ There are already 10 VHS tapes on the patron's card.
- ◆ There is already one Interactive Software item on the patron's card.

PLACING HOLDS ON ITEMS

- ◆ Patrons may have no more than 20 total holds at one time within the Evergreen consortium.

BORROWING FROM OTHER EVERGREEN LIBRARIES

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

- ◆ New Books and 14-Day Books
- ◆ DVDs, VHS tapes and Music CDs
- ◆ CD-ROMs and Interactive Software
- ◆ Reference Materials
- ◆ Materials added to the library's collection during the previous six months.

RETURNING MATERIALS

- ◆ All materials may be returned to the circulation desks. Books, audio books, CD-ROMs, Interactive Software, VHS tapes and DVDs may be returned to the appropriate circulation desk or the outside return located at the library entrance. 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.
- ◆ Do not put Magazines, CDs, or jCassettes (books in bags) in the outside returns. Failure to comply will result in a fine of \$1.00 per item. If the item is damaged, the library will determine the total fine.
- ◆ 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.

