

**BORROWER POLICY**  
Approved by the Library Board  
Monday, August 8, 2016

**ELIGIBILITY FOR LIBRARY CARDS**

All Wylie residents are eligible for a library card.

Nonresidents are also eligible for library cards. Nonresidents are those persons not living within the Wylie city limits.

All applicants are required to present a **United States Government issued picture ID (such as passport, driver's license or state issued ID)** and proof of current address in person to receive a card.

**Patrons must present their library card for all transactions**

No person may be registered for more than one active library card. To protect the user, a library card is required **for all library transactions**. Library patrons are allowed to use their individual card only. New cardholders will be limited to three (3) books and one DVD on their initial checkout.

Children, **ages 17 and under**, must have the signature of a parent or legal guardian to be issued a card. The adult must meet the requirements noted above.

**REPLACEMENT OF A LOST CARD**

A lost library card may be replaced for \$1.00. To replace a lost card, proof of identification is required.

**RENEWAL OF A LIBRARY CARD**

Library cards expire annually so that patron information may be updated. All fines and fees must be paid prior to renewing the library card.

**BORROWING LIBRARY MATERIALS**

**The following items checkout for twenty-one (21) days:**

Books (Fiction and Non-Fiction)  
Books on CD  
Music on CD  
Playaways  
DVDs (5 per card, no renewals)

**The following items checkout for fourteen (14) days:**

**Downloadable books and audio (5 per card)**

### **The following items checkout for seven (7) days:**

Holiday books

Popular DVDs designated by the library staff

Seasonal materials may be limited to seven days by Library Administration.

A library cardholder may checkout as many books as they would like to within the exceptions listed above.

### **ONLINE HOLDS**

The library automation system allows patrons to place online holds. If a person in the library tries to check out a book at the same time a patron online tries to hold a book, the priority will be given to the person in the library. The online patron will be put on the hold list.

### **BORROWER ACCOUNTS**

**Patrons are allowed to setup their own accounts so that they may access their items on hold and can renew items. Patrons may access their accounts using a PIN or password. The library staff does not maintain a list of passwords.**

Patrons may receive notices via **an automated telephone call, e-mail or other method as determined by the library staff regarding their accounts such as overdue materials, holds, and advance notice of due dates.**

### **RENEWALS**

Two renewals are allowed for fiction, non-fiction, and audio materials. Juvenile Holiday, DVDs, magazines and Interlibrary Loans do not renew. Materials may be renewed by phone with a library card or online. Renewals will not be allowed on the material if there is a reserve. When renewing items by phone, patrons must have their library barcode number available. Materials on accounts that are long overdue or in court status may be not renewed.

**Exceptions: Juvenile holiday books, DVDs, magazines and Interlibrary Loans may not be renewed.**

### **CLAIMS RETURNED**

A patron may place a claims returned on an item, which library records show as outstanding, but which the patron claims to have returned. Staff will look for the materials weekly for two months. If located, no charges are due. If not found after two months of searching weekly, the patron is billed for the book replacement cost plus a processing fee.

### **INTERLIBRARY LOAN (ILL)**

A patron may request specific titles to be borrowed from other libraries. The time period to obtain materials varies. Materials are available through interlibrary loan. Five requests per month are allowed per cardholder.

To borrow from interlibrary loan, patrons must be in good standing including adults who are responsible for cards of minor children.

To obtain an item from ILL, a patron must fill out a loan request form available online or in person.

Interlibrary loan materials may not be renewed.

The lending library may determine check-out period.

The lending library may designate material for in-house use only.

When the material arrives, the library will notify the patron through an automated telephone call, e-mail or other method as determined by the library staff. **Items will be held for seven business days (including Saturday). Materials will be returned to the loaning library if the patron has not picked up the material(s) within seven business days. There is a \$2.00 fee for items not picked up.**

**Patrons who do not return Interlibrary Loan materials will be charged a replacement cost by the lending library. The lending library will set the exact amount for the item. Late fees will be charged for items that are overdue in accordance with the Smith Public Library's Borrower Policy.**

### **RESERVING MATERIALS**

1. All materials available for checkout may be placed on reserve (hold) except for board books and magazines.
2. A reserve list by date will determine the order in which the reserves are received.
3. The reserving person will be notified by telephone or email or other method as determined by the library staff that the reserved item is being held for seven (7) days. If the item is not picked up in seven (7) days, the next person on the list will be contacted or the item will be returned to the shelf.
4. Patrons will be allowed to place their own hold on materials by using the online catalog. There will be a limit of ten (10) reserves per patron. Patrons will be blocked from placing holds if there is a fine of \$5.00 or more on their record.

It is the responsibility of the borrower to verify the due date of materials checked out and to return those materials to the Smith Public Library on or before the due date. The library will notify the patron through an automated telephone call, e-mail or other method as determined by the library staff. Borrowers are responsible for the return of materials and payment of fines even if no overdue notice is received.

**Billing: Payment for fines, fees, damaged or lost materials can be paid at the Service Desk at the library. All fines and fees are due as incurred. Cash or check for the exact amount will be accepted. You may pay the amount by credit card; however, an additional three dollar service fee will be added to the amount. If payment is mailed, send only check and include borrower information: name, library card number, address & phone number. Failure to pay fines and fees will result in suspension of borrowing privileges.**

**EXTENDED USE FEES (Ordinance 2009-12)**

**The following items are .10 per day per item:**

- Books
- Books on CD
- Music on CD
- Playaways

**The following items are \$.50 per day per item.**

- DVDs

**Maximum extended use fee is \$5.00 per item.**

**If a patron has more than \$5.00 on their card, he cannot check out any additional items until the fines are paid or partial payment is made.**

**It is the responsibility of the borrower to verify the due date of materials checked out and to return those materials to the Smith Public Library on or before the due date. The library will notify the patron through an automated telephone call, e-mail or other method as determined by the library staff. Borrowers are responsible for the return of materials and payment of fines even if no overdue notice is received.**

**See Appendix A for Fee Schedule**

**DAMAGE OR LOSS OF MATERIAL**

**Damaged and lost items will be charged according to the fines and fees schedule. (Ordinance 2009-12)**

If a patron finds a lost item and returns it after it has been paid for, the Library will refund the money up to six months, minus the three dollar processing fee. Refunds are not given after six months. The item must be returned in the same condition it was in when borrowed.

**Sec. 66-2. Library theft.**

A person commits the offense of library theft when he does any of the following acts:

(1) Knowingly and intentionally removes any library material from the premises of a library facility without the authority to do so; or

(2) Knowingly and intentionally conceals any library material upon his person or among his belongings, while still in the premises of a library facility and in such a manner that the library material is not visible through ordinary observation, and removes such library material beyond the premises of the library at which library material may be borrowed in accordance with procedures established by the library for the borrowing of library material; or,

(3) With the intent to deceive, borrows or attempts to borrow any library material from a library by:

- a. Use of a library card issued to another without the other's consent, or
- b. Use of a library card knowing that it is revoked, canceled or expired, or
- c. Use of a library card knowing that it is falsely made, counterfeit or materially altered.

(4) Borrows library material from the library and knowingly and willfully fails to return such library material within 30 days after receiving written notice by registered or certified mail from the library demanding the return of such library material.

(Ord. No. 99-12, § 1, 6-8-1999)

### **Sec. 66-3. Refusing to pay overdue fine; misdemeanor.**

Every person who is assessed a penalty pursuant to library policy for failure to return any item lent them by the library and who refuses to pay the penalty shall be deemed guilty of a misdemeanor.

### **Sec. 66-4. Penalty.**

Any person, firm or corporation violating any portion of this article shall be guilty of a misdemeanor and upon conviction, shall be subject to a fine not to exceed \$500.00 for each offense. Each day that such violation continues as to each separate book, audiovisual material, or other library material shall constitute a separate offense and shall be punished accordingly. Any such fine shall be in addition to the regular library fine and replacement cost set out hereinabove.

**Damaged items remain the property of the City of Wylie.**

### **FORFEITURE OF LIBRARY USAGE**

Patrons violating the regulations of the library may, at the discretion of the Library Director, be asked to leave the premises and asked to forfeit the use of their library card.