



# WESTCHESTER PUBLIC LIBRARY

## Circulation Policy

Library materials may be borrowed by patrons with a valid Westchester Public Library card or reciprocal library card in good standing. Westchester Public Library cards expire after 3 years and may be renewed by showing formal identification.

Library cards are not transferable to others and patrons must use their own cards to borrow materials. Library Cards are blocked upon fines or fees accumulating to \$5.

The Library will not restrict patron access to or borrowing of library materials, including internet access, digital materials, and other electronic resources, based on the age or any other attribute of a patron. The Library does not act in loco parentis; parents and legal guardians are responsible for monitoring the use of library materials, including internet access, digital materials, and other electronic resources, by their children and those for whom they are legally responsible.

### **Resident Adult Card**

Adult residents or real property owners of Westchester Township may apply in person for a free library card at the Thomas Branch in Chesterton or the Hageman Branch in Porter. An application must be completed and formal identification must be presented. Formal identification consists of a valid driver's license or state-issued ID, or a current automobile registration, property tax statement, voter registration card, or piece of delivered mail.

### **Resident Minor Card**

The parent or legal guardian of a minor, or of a person of any age who requires the responsibility of a parent or legal guardian, may apply in person for a free library card for the person for whom they are responsible.

An application must be completed by the parent or legal guardian and formal identification must be presented; and the parent or legal guardian must agree to be held accountable for all materials borrowed by the person for whom they are responsible. The library cards of parents or legal guardians are linked with the library cards of those for whom they are responsible, and a block for fines or fees on one card will block the borrowing privileges of all linked cards.

### **Nonresident Teacher Card**

Teachers employed by a school within the Library district may apply for a Nonresident Teacher Card for a fee of \$1 per year. The Nonresident Teacher Card permits books-only borrowing.

### **Reciprocal Borrowing Card**

Westchester Public Library participates in reciprocal borrowing with area libraries. Resident adult and minor borrowers with a valid library card in good standing may borrow materials from other libraries that participate in reciprocal borrowing, and nonresidents who reside in the districts of participating libraries and who have a valid library cards in good standing with their home libraries may borrow regularly circulating physical materials from Westchester Public

Library. Material types available to reciprocal borrowers are determined by each participating library.

### **Nonresident Card**

Nonresidents of Westchester Township who are not residents of a reciprocal borrowing library district may purchase a Nonresident Card for an annual fee per card, per person. The Nonresident Card permits nonresidents to borrow regularly circulating physical materials from Westchester Public Library.

### **Temporary Card**

An adult temporary resident of Westchester Township may apply for a Temporary Card. Formal identification showing place of permanent residence and local temporary residence are required, along with a refundable deposit of \$10. Temporary Cards expire after 1 year and the deposit may only be refunded upon return of the Temporary Card.

### **PLAC**

The State of Indiana provides Indiana residents the opportunity to purchase a Public Library Access Card (PLAC), valid for 1 year for an annual fee determined by the State of Indiana. A PLAC in good standing will be honored by any public library in the State of Indiana. PLAC users may borrow books-only from Westchester Public Library.

### **Lost Card**

Patrons are responsible for materials checked-out to their library cards and must notify the Library immediately if their library card is lost or stolen. There is a replacement charge of \$1 for a lost card, and \$3 for a second lost card within one year.

### **Borrowing parameters**

**50 total items** of combined types may be borrowed while adhering to item-type loan limits. Reference materials may not be borrowed.

Items must be **returned on the due-date** to a public service desk or external drop box.

Items may be placed on **Hold** with a valid library card in good standing. Once available, **Holds** will be available for **5 days for patron pick-up**.

Patrons may place on **Hold a maximum of 3 DVDs; 10 Music CDs; 5 New Books; 2 Electronic Games; and 10 of other item types**.

Items that have been placed on Hold by another patron may **not** be renewed.

<b>Material Type</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Item Loan Limit</b>
New Books	14 days	No renewals	5
General Books	28 days	1 renewal	50
New Magazines	7 days	No renewals	3
General Magazines	7 days	No renewals	12
Toys and Board Games	7 days	1 renewal	2
New DVDs (fiction)	3 days	No renewals	5
General DVDs (fiction)	3 days	1 renewal	5
NonFiction DVDs (New and General)	7 days	1 renewal	5
Audiobooks	14 days	1 renewal	10
Music CDs	7 days	1 renewal	10
Great Courses/instructional materials	14 days	1 renewal	2
Electronic Games	7 days	No renewals	2

<b>Material Type</b>	<b>Daily Overdue Fine</b>	<b>Maximum Overdue Fine (per-item)</b>
Books	\$0.05	\$5
Magazines	\$0.05	\$5
Toys and Board Games	\$0.05	\$5
DVDs	\$1	\$5
Music CDs	\$0.05	\$5
Audiobooks	\$0.05	\$5
Great Courses/instructional materials	\$0.25	\$5
Electronic Games	\$1	\$5

### **Interlibrary Loan**

Patrons with a Westchester Public Library card in good standing may request to borrow items not owned by Westchester Public Library from other Indiana libraries. A patron may have up to 3 Interlibrary Loan requests at one time. Overdue Interlibrary Loan fees are \$1 per day with no maximum fee.

Additional fines and fees for Interlibrary Loan items may be determined by the lending library. Loan periods and renewals are granted at the discretion of the lending library. Any fines or fees assessed by the lending library must be paid by the requesting patron.

### **Lost or Damaged Materials**

The Library expects that materials will suffer some wear with normal use, and also expects patrons to handle Library materials with care. If Library materials are lost or damaged while checked-out to a patron, the patron will accrue a fee for the cost of the Library to replace the item(s), along with a \$5 processing fee per item. Patrons may not bring in replacement items for lost or damaged materials.

If a patron suspects but is unsure that they lost an item, and the item is eligible for renewal, it may be renewed once; if the item is not eligible for renewal, then a period of 30 days may be granted to allow the patron time to actively search for the item. If, at the renewal due-date or at 30 days, the patron has not located the item, the patron is responsible to pay for the cost of the Library to replace the item, along with a \$5 processing fee.

After a patron makes payment in full for the replacement of an item, the original item becomes the property of the patron. No refunds will be given for items for which the patron has paid, nor will refunds be given for related fines, fees, or (if applicable) third party collection fees.

### **Materials returned without all parts**

The Library will contact a patron upon discovering that an item returned is missing a part(s). In the case that the Library is able to purchase a single replacement part of a multi-part item (for example, one disc of a three-disc set), the patron will be charged the replacement cost of the single part, along with a \$5 processing fee. Patrons may not bring in replacement items for materials missing parts.

If the Library is unable to purchase a single replacement part separately, the patron is responsible for the cost of the Library to replace the material as a whole. After a patron makes payment in full for the replacement of an item (whether a single part or the item as a whole), the original item becomes the property of the patron. No refunds will be given for items for which the patron has paid.

### **Claims-Returned**

Occasionally, an item may appear as overdue and a patron states that the item was returned. The Library recognizes that either the patron or the Library may be mistaken, and therefore permits

both the patron and the Library a period of time to actively search for the item. If the item is eligible for renewal, it may be renewed once; if the item is not eligible for renewal, then a period of 30 days may be granted to actively search for the item.

If, at the renewal due-date or at 30 days, neither the patron or the Library has located the item, the patron is responsible to pay for the cost of the Library to replace the item, along with a \$5 processing fee. After a patron makes payment in full for the replacement of an item, the original item becomes the property of the patron. No refunds will be given for items for which the patron has paid.

At the discretion of the Library, fines and fees may be waived for an item that a patron claims to have returned and that has not been located by the patron or the Library during the 30-day search period. This waiver may be granted a maximum of 3 times over the lifetime of a library card.

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Adopted 03/12/2020 Westchester Public Library Board of Trustees

Revised 08/13/2020 Westchester Public Library Board of Trustees

Revised 10/14/2021 Westchester Public Library Board of Trustees