

FINES AND FEES

- ◆ All overdue circulating materials will be charged a fine of 25¢ per day, per item, up to a limit of \$10.00 per item.
- ◆ Magazines, CDs, or jCassettes (books in bags) returned in the outside book drop will result in a fine of \$1.00 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.

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

- ◆ Residents of Hamilton County who wish to enter into a Reciprocal Borrower agreement with the 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 parent's or guardian's signature on their registration cards. In addition, the parent or guardian 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, inter-library loans and homebound delivery may only be requested through the patron's home library.

WWPL 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

OTHER HAMILTON COUNTY LIBRARIES

Carmel Clay Public Library	www.carmel.lib.in.us	844-3362
Hamilton East Public Library	www.hepl.lib.in.us	773-1384
Hamilton North Public Library	www.hnpl.lib.in.us	984-5623
Sheridan Public Library	www.sheridan.lib.in.us	758-5201



**WESTFIELD WASHINGTON
PUBLIC LIBRARY**

RECIPROCAL BORROWER

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.

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 attend programs (unless applicable). However, patrons will be held responsible for any fines or 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 not check out materials if any one of the following conditions apply:

- ◆ There are 15 or more overdue items on the patron's card.
- ◆ There are fines or fees totaling \$10.00 or more on the patron's card.
- ◆ There are 100 items 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.

LIMITS ON PLACING HOLDS ON ITEMS

- ◆ Patrons may have no more than 20 total holds at one time.
- ◆ It is not possible to place a hold from one library for items located at another library.

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 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 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.