



Circulation Policy

Mission

The Watauga Public Library is committed to enriching the community through full access to informational, educational, cultural, recreational, and lifelong learning materials in a variety of formats. The Library anticipates and responds to the library needs of the community and offers a variety of programs and services in a professional, efficient, caring, and friendly manner.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Library Board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, Freedom to View, Free Access to Libraries for Minors, and Access for Children & Young Adults to Non-print Materials.

The circulation policy of the Watauga Public Library will not restrict the circulation of items from the library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

Watauga Public Library Cards

Having a library card is a privilege. Protect it. A card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep record information current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for all use made of his or her library card. By signing the application, the borrower agrees to comply with all library rules and regulations, to pay all fines, and to be responsible for any loss or damage to materials.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year. When the card expires, the patron's record must be updated. Any fines or fees must be paid by the patron at this time.

Types of Library Cards

- Resident:

Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo identification) with proof of a current Watauga address or taxpayer status. City employees and non-residents who own real property within the city limits and non-residents who operate a business within the city limits and who render business personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent or legal guardian sign the application card to show acceptance of responsibility for materials checked out on the card.

It is the policy of the Watauga Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and do not act in loco parentis.

- Non-resident reciprocal:

Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing

privileges extend to the Watauga Public Library only. The person must present identification (such as a valid driver's license) or photo id with proof of current address. The policy above for applicants 17 years or under also applies here.

- Non-resident:

Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of MetrOPAC (Fort Worth, Haltom City, Keller, Richland Hills, Burleson or Benbrook) or resides in a City that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present identification (such as a valid driver's license or photo identification) with proof of a current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants 17 years or under also applies here. There is a charge of \$40 annually for each non-resident card.

- Internet-only:

This card is issued for Internet only use. No check-out privileges are extended to this card. Must provide picture identification and current address.

- Corporate Cards:

Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees or charges that apply to the individual Library card apply to the corporate card. In requesting a corporate card, the company agrees to be responsible for all materials checked out on the card(s). The company holds the responsibility for retrieving Library cards from any staff members who leave their employ, and/or notifying the Library to cancel any card number that leaves their control. There is no charge for the Corporate Cards. Consult "Corporate Card" Policy for details.

- **Teacher Cards:**

These cards may be issued to teachers in the public (Birdville & Keller School Districts), private, and parochial schools, including nursery schools, preschools, and daycare schools that serve Watauga. These cards are granted for one year, may be renewed annually, and can only be used at the Watauga Public Library. Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.

- **TexShare Cards:**

TexShare library cards will be issued to any Watauga resident (18 years of older) with a current Watauga Library card in good standing. To be in good standing, the patron must have had a Watauga Library card for 6 months and have no fines or fees and no overdue items at the time of application. Application must be made in person with a current photo I.D. The TexShare card is valid for one year from the date of issue. The patron should be aware and must abide by all policies of any Library from which they borrow materials. TexShare cards will be invalidated for patrons that do not return items or incur fees/fines that are not resolved within 90 days.

Renewals & Replacements of Library Cards

To renew or replace a library card, all patrons must show proof of current address and clear all outstanding fines and charges. The replacement fee for a lost card is \$1.00. Library customers are responsible for notifying the Library of a lost or stolen card so that a block may be put on their account in order that no additional items may be checked out. Library customers are responsible for materials checked out on lost or stolen cards that have not been reported.

Any patron who borrows materials from Watauga Public Library is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library privileges until materials are returned and fines are paid.

Checking Out Materials

- A Library patron should present his/her library card in order to check out materials. If the Library card is not in his/her possession, materials may be checked out with photo identification.
- TexShare borrowers are limited to 10 items on their account at any one time. They should be aware of and must abide by all other Watauga Public Library policies. Items should be returned to the Watauga Library and the cardholder is solely responsible for any expense in returning the items.
- Limits

First time borrowers are limited to three (3) items the first visit.

Non-fiction materials are limited to three (3) items per subject at a time per card holder.

DVDs are limited to fifteen (15) per library card.

Seasonal or high demand items may be limited as determined by staff.

The following restrictions apply to storytime kits:

1. Storytime and literacy kits may be checked out only to Watauga residents and/or caregivers of children in day cares, schools, churches, or home care settings in the City of Watauga.
2. Checkout of storytime and literacy kits is limited to one per individual unless the individual represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two storytime kits per person or building.
3. Storytime and literacy kits may not be renewed.

Length of loans

Books, audiobooks, book kits, DVDs, Storytime kits, periodicals, and CDs - 3 weeks

Literacy Kits - 7 days

Reference Books do not circulate

All loan periods will be reviewed by the Library Board on an annual basis and changes incorporated into the policy as needed.

Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Any print "jobs" from the public computers are sent to a network printer at the Circulation Desk. These print "jobs" must be paid for before staff will approve the printing of the material. Consult "Internet Acceptable Use" Policy for details.

Renewal

Renewal of most materials can be made in person, online, or on the phone, unless the item has a "hold" placed on it. Renewals may not be allowed on all DVDs borrowed from members of the MetrOPAC Library Consortium.

Holds

Residents can place requests on all circulating material belonging to the Watauga Public Library and members of the MetrOPAC Library Consortium. Non-resident card holders may place requests only on Watauga Public Library materials.

Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

Interlibrary loans

Interlibrary loan service is provided to all Watauga Public Library Card holders. ILL forms are available at the Circulation Desk. The user is responsible for paying the return postage on each item requested.

Fines & Charges

1. Replacement card \$1.00
2. Book, CDs, book kit, audiobook, story time kit, DVDs and periodicals
3. Overdue fine: \$.25 per day per item
4. Maximum fine: \$5.00 per item
5. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace
6. Lost fee: \$5.00 processing fee plus cost of replacement.
(If the cost of the item is less than \$5.00, the processing fee is waived)
7. Literacy kit Overdue fine: \$5.00 per day
8. Maximum fine: \$25.00
9. Damage & lost fine: Replacement cost for each item listed on kit. Cost of Damaged or lost item/s plus \$5.00 processing fee
10. Interlibrary loan book Overdue fine: \$.50 per day
11. Maximum fine: \$10.00 per item
12. Damage and lost fine set by lending library

FAX Service

Local FAX: 1 to 3 pages Twenty-five cents.

4 to 20 pages: \$1.00 No FAX jobs accepted 15 minutes before closing.

Overdue notices

Notices will be produced by the automated circulation system and disseminated on a regular schedule. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will then be filed for any account with unreturned material valued at more than \$50.00.

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