

## **Lake Wales Public Library Circulation Policy Library Membership**

**Library membership is provided to individuals, without charge, who meet the following criteria:**

1. Own or rent business or residential property within Polk County, Florida or;
2. Possess a valid public library card, (in good standing), from the Osceola County Library System or any of the eligible libraries in the Tampa Bay Library Consortium reciprocal borrowing cooperative, ([www.tbhc.org](http://www.tbhc.org)) or;
3. Possess a current student identification, or a current validated registration, from any Florida institution of higher learning or technical school

### **Restrictions:**

1. A child age zero through 13 must be accompanied by a parent or legal guardian to register for a new library card. The parent or legal guardian must provide photo identification with their correct physical address, (or see below for alternative proof of address). The parent or legal guardian must sign as the responsible party for all fines and fees including the replacement cost of lost or damaged library materials.
2. Any new applicant must possess photo identification with their correct physical address. If the correct physical address is not verifiable or listed on the photo identification the following items will be accepted to verify residence:
  1. Utility bill with the name and physical address listed;
  2. Rent receipt or lot rental receipt with the name and physical address listed;
  3. Current student identification;
  4. Current payroll stub with the name and physical address listed;
  5. Deposit slip or check with name and physical address listed;
  6. Notarized statement from landlord, mortgage holder or employer verifying address;
  7. Current auto registration, tax bill with name and physical address listed or
  8. Voter's Registration with name and physical address listed.

Each applicant must provide the library with two ways to contact them. This can be a reference name and telephone number, a home, business or cell phone number and/or a valid email address. The reference cannot reside with the applicant or the adult signing for the applicant.

### **Temporary Library Cards**

Temporary library cards are issued to individuals residing in Polk County for one 30 days or less. A \$35 refundable deposit is required. The deposit will be fully refunded upon the return of all materials and payment of any accrued fines or fees due. A maximum of four items may be borrowed at a time on a temporary library card. A receipt from temporary housing is required or a notarized statement from a host in the Polk County Library Cooperative service area confirming that the applicant is a temporary guest.

## **Non-Resident Library Cards**

Library memberships are available to non-Polk County residents. Free cards are available to applicants who can prove residence from a county or municipality that current participates in a reciprocal borrowing agreement with the Polk County Library Cooperative. Counties currently reciprocating services with PCLC include Osceola County, Florida and member counties or agencies participating in the Tampa Bay Library Consortium's Reciprocal Borrowing Agreement. A complete list of these libraries is available at <http://tblc.org>. A reciprocal borrowing applicant must present a valid library card for one of our reciprocal partners AND a photo ID with a valid and correct address.

Applicants who do not qualify for a reciprocal borrowing card with the Polk County Library Cooperative will be assessed a family membership at \$50 annually. A single card will be issued to the family. All restrictions and policies currently enforced for a single membership will apply to the family card.

The Polk County Library Cooperative's BMail, Books by Mail service is not available to anyone who resides outside of Polk County.

## **Circulation of Materials Policy and Procedure**

1. A total of four items may be borrowed at the Lake Wales Public Library when the card is initially activated.
2. After all items are returned from the initial visit patrons may borrow a total of 20 items per card. The 20 items may include:
  1. A maximum of 5 movies per membership. Movies may only be borrowed by patrons age 12 and over with library memberships in good standing. Patrons age 12 through 16 may not borrow movies rated R. Patrons may be required to present a photo identification confirming their age.
  2. A maximum of five music recordings per membership.
  3. A maximum of five audio books per membership.
  4. *A maximum of five magazines per membership.*
3. The normal lending period for books, magazines, audio books and music recordings is two weeks. Books, magazines, audio books and music recordings may be renewed for two additional lending periods, or a total of six weeks. If another patron within the Polk County Library Cooperative requests a title, in print or audio format, there is no renewal allowed. This applies to holds that are placed after the initial checkout. Items may not be extended if a hold is waiting on the item.
4. Movies from the Lake Wales Public Library may be checked out for a total of 2 weeks, with no renewal period.
5. Requested materials are held for 7 days, (excludes Sundays), from the date the hold is received in the Lake Wales Public Library. If item(s) has not been picked up within the 7 days allowed that item is placed back in circulation.

6. Fines, Fees and Restrictions:

1. .10 per book, per day beyond the due date will be charged. The overdue fine never exceeds \$5.00 per item.
2. .25 per audio book, music recording or movie per day beyond the due date will be charged. The overdue fine never exceeds \$5.00 per item.
3. The replacement cost of library materials is charged if items are returned damaged beyond the repair expertise of trained library staff. Materials are not circulated, without notation, which has been damaged in any manner. Full replacement cost is the responsibility of the patron, or the adult who signed as the responsible party on a child's card. We do not accept replacement copies that have been purchased online or through another source.
4. The full replacement cost of lost materials, (includes lost, stolen and missing), is the responsibility of the patron, or the adult who signed as the responsible party on a child's card. A receipt will be provided to the patron; if the materials are recovered within 30 days of the payment a refund, less overdue and service charges will be refunded. The receipt is required to process the refund. There is no refund after 30 days from the date of payment.
5. Lost or damaged library materials requested from another library through the Lake Wales Public Library are due and payable to the lending library. Borrowing privileges at the Lake Wales Public Library are suspended until any lost or damaged items noted on the patron's library record are cleared regardless of the PCLC library sustaining the loss.
6. *An item is considered damaged if it is no longer usable and has been altered to a point that it the library item must be repaired or replaced. If an item can be repaired by the library staff the cost of repair materials will be charged to the borrower.*
7. Photocopies and printer documents are available at .20 per page.
8. *Each library customer may request one replacement library card at no charge. There is a \$1 charge per replacement for each additional card.*
9. Patrons with fines or fees in excess of \$5 are prohibited from using some of the Lake Wales Public Library's services including public access computers and borrowing library materials from any PCLC location. Patrons who fall into this category may use library materials within the library. Public access computers are available to these individuals with a paid guest pass. The guest pass fee will be applied to the retirement of overdue fines and lost or damaged materials fees. A payment scale follows:

\$5 to \$25 fines or charges - \$1 minimum 3- day guest pass fee

\$25.01 to \$50 fines or charges - \$3 minimum 3-day guest pass fee

\$50.01 or above fines or charges - \$5 minimum 3-day guest pass fee

***Use of Library Borrowing Accounts*** - All members are issued a personal library card when they register. With the registered member's permission and understanding that all fines and fees are the listed member's responsibility, the library card may be used by others.

*Permission for use by others must be granted in person at the Lake Wales Public Library. The permission will be noted on the member's library record. Persons given permission to use another member's card may not have their own PCLC library membership with existing fines or fees in excess of \$5.*

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