

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), or any of the eligible libraries in the Tampa Bay Library Consortium reciprocal borrowing cooperative 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). 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;
 9. Verification of property ownership from polkpa.org.

Each applicant must provide the library with a reliable contact source. This can be a reference name and telephone number, a home, business or cell phone number and/or a valid email address.

Temporary Library Cards

Temporary library cards are issued to individuals residing in Polk County for one (1) month 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 local Polk County address, along with a photo ID is required to register.

Circulation of Materials

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 Lake Wales Public Library items per card. The 20 items may include:
 1. A maximum of 10 movies per person. 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. No one under the age of 18 may borrow movies rated NC-17. Patrons may be required to present a photo identification confirming their age.
 2. A maximum of ten music recordings per person.
 3. A maximum of ten audio books per person.
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.*
4. Movies from the Lake Wales Public Library may be checked out for a total of 2 weeks, with two renewal periods.
5. Requested materials are held for 7 days, from the time the patron is notified by telephone, answering machine, cellular phone, email or text. If the Lake Wales Public Library has been unsuccessful in notifying the requestor within 7 days the item is removed from reserved status and placed back in circulation.
6. Fines, Fees and Restrictions:
 1. Ten cents per book, per day beyond the due date will be charged. The overdue fine never exceeds \$5.00 per item.
 2. \$1.00 per book, per day beyond the due date will be charged for later Interlibrary Loan materials. Interlibrary Loans are borrowed from libraries across the United States, (including public, academic and special

libraries). The fine will never exceed the full value of the item as determined by the lending library.

3. Twenty five cents 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.
4. 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.
5. 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.
6. 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.
7. Photocopies and printer documents are available at .20 per print, (i.e. – double sided copies are .40 cents).
8. Patrons with fines or fees in excess of \$10 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 Lake Wales Public Library materials fees. A payment scale follows:
 - \$10 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

