



## Watertown Public Library Circulation Policy

### Registration Requirements

- Library cards are issued to individuals who present the proper identification. Proper identification includes one of the following options:
  1. For individuals 18 years of age or older:
    - a. A valid driver's license / state ID with a current address
    - b. A utility bill, rent receipt, lease or checkbook with a current address **and** a valid driver's license / state ID (even if the address has not been changed yet).
    - c. A school ID card from a local school or college.
  2. For individuals under the age of 18:
    - a. A parent's valid ID as stated in number 1. The parent must accompany the minor and co-sign the registration form.
- In addition to proper ID, the following information **must** be provided by the individual to qualify for a library card:
  1. Full name, including middle name
  2. Street address (even if the individual receives his/her mail at a post office box)
  3. Township (if the individual lives outside city limits)
  4. Date of birth
  5. Signature
- Individuals who mark yes for Internet usage must read and sign the Internet Policy. Parents must read and sign the Internet policy for any individual under the age of 18.

### Patron Responsibility

- Patrons are responsible for all materials checked out on their cards and for any charges incurred.
- Patrons must notify the library of lost or stolen cards. Items checked out on a card that is not reported lost or stolen are the responsibility of the patron who registered for the card.
- Patrons should notify the library of changes to their address or telephone number. The library is not responsible for undelivered notices if no current information is provided.
- Borrowing privileges will be suspended if an individual has any outstanding fines *and/or* any outstanding charges *and/or* any overdue materials.
- A library card must be presented to check out. Other forms of identification will not be accepted.

### Reserves

- All circulating items may be reserved.
- Reserves will be held for 5 days at the circulation desk.
- Items can not be reserved for a specific date.

## Loan Periods and Fines

- Temporary limits on the number of items, loan periods, and renewals may be set at the library's discretion.
- Overdue fines are not charged for days the library is closed.
- Overdue fines shall not exceed the replacement cost of the item.
- The overdue fine will stop when the bill for replacement is paid or the item is returned.
- Notices shall be sent out in the following sequence:
  1. A first overdue notice is sent out at two weeks overdue.
  2. A second notice is sent out at four weeks overdue.
  3. A bill for replacement is sent out at six weeks overdue.
  4. Accounts will be turned over to a collection agency when materials are eight weeks overdue.

Item Type	Loan Period	Fine Rate	Maximum
Books	4 weeks	\$.15/day	Cost of the item
New Books	2 weeks	\$.15/day	Cost of the item
All Children's Books	4 weeks	\$.15/day	Cost of the item
Cassettes	2 weeks	\$.15/day	Cost of the item
Compact Discs	2 weeks	\$.15/day	Cost of the item
Magazines	2 weeks	\$.15/day	Cost of the item
Pamphlets (Vertical File)	2 weeks	\$.15/day	\$5.00
All Talking Books	4 weeks	\$.15/day	Cost of the item
Play A Ways	4 weeks	\$.15/day	Cost of the item
Feature Film Children's Videos and DVDs	1 week	\$1.00/day	\$5.00
Non-Fiction Children's Videos and DVDs	2 weeks	\$1.00/day	\$5.00
CD-ROMs	2 weeks	\$1.00/day	\$5.00
Video Games	1 week	\$2.00/day	Cost of the item

There is a three-day grace period for all Watertown circulating items during which no fines are charged. On the fourth day fines will be charged back to the original due date.

### Patron History

Patrons have the option to activate the patron history option at any time. Patrons must read and sign the Patron History Privacy Warning form available at the Circulation desk.

### Renewals

- Two renewals are allowed on library materials unless an item is on hold for another patron.
- Overdue fines on the item(s) should be paid at the time of renewal.
- Renewals extend the loan period of the item for the same amount of time as the original checkout.
- Renewals are from the *date renewed*, not from the original due date.
- The easiest way to renew an item is to bring it to the library.
- The following information is required for each item to be renewed: patron name, due date, title.
- Items may be renewed online at [www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org) . Please be aware that renewals must be performed before midnight (according to the library's catalog database clock) on the day the item is due in order to avoid late charges.

## **Fees and Refunds**

- A nonrefundable processing fee of \$5 is charged per item for all lost & paid materials.
- Refunds will not be given for lost materials returned more than six months after the due date or if the item is returned damaged.
- A \$25 fee will be added to all accounts turned over to the collection agency.
- There is a \$1.00 fee to replace a lost library card.
- A \$2.00 fee will be charged for each subsequent loss of a library card if it occurs less than a year from the most recent replacement.

## **Damaged Materials**

- Damage charges will be assessed depending on the extent of the damage.
- Cost of the item plus a \$5 processing fee will be charged if the item is too damaged to be circulated again.

## **Book and AV Drops**

- There are two drop-boxes outside the smaller door in front of the library.
- Blue video drop-box ----- Videos and CDs
- Brown book drop-box ----- Everything else except CD-ROMs .
- Items returned before 9:00 a.m. will be considered as returned the previous day.

**Adopted Mar 2006  
Revised Feb 2012**