

Will Rogers Library Circulation Policies

These circulation policies are designed to facilitate community access to the materials and information in the Will Rogers Library collection, while protecting the collection for continued use.

Definition of the Free Service Area

The services of Will Rogers Library are currently available free of charge to anyone living in Rogers County. Out-of-county residents who can provide proof of employment in Rogers County may receive a free library card based upon the address of his / her employer. Proof of continued employment in Rogers County will be required upon annual renewal of library card. Otherwise, an out-of-county resident living in an adjoining county (Tulsa, Wagoner, Mayes, Craig, Nowata or Washington) may apply for a card for an annual fee of \$20.00.

Registration of Borrowers

All applications must be completed at the library circulation desk. Adult applicants must be 18 years of age or older. Applicants must furnish current photo identification and proof of current residential and mailing address such as Oklahoma driver's license, printed check, voter registration card, or current utility bill. Applicants must sign an application agreement to care for and return library materials.

Children age six and above are eligible to apply for an individual library card based on the verification of the parent or legal guardian's proven Roger's County address. The parent or verified legal guardian of any child ages six to seventeen must be present with their child for processing library cards. The parent(s) or legal guardian must have a library card in good standing, or apply for a new card, in order for their child to obtain a library card.

Shelter residents, while not at a permanent address, may be given a "provisional" temporary status card valid for a period of 3 months, with a checkout limit of 5 total items per card. Provisional cards are available for adults only. Patrons must show proof of shelter residency with current photo ID to receive a provisional card. As with other patrons, no checkouts will be allowed if the fines are \$5.00 or over. At the end of the 3 month period, the patron must show either a new current letter of shelter residency, or proof of permanent address to obtain a card with full check-out privileges.

Patrons must have their library card with them in order to check out materials or use the computers. A one-time per year waiver will be granted with proof of identity; however if a patron has lost their library card they must replace it to continue access to services.

Hours

Monday - Tuesday: 9:30 A.M. to 8:00 P.M.
Wednesday - Thursday: 9:30 A.M. to 6:00 P.M.

Friday and Saturday: 9:30 A.M. to 5:00 P.M.
Sunday Closed

Loan Periods, Renewals, and Fines

<u>Item</u>	<u>Loan Period</u>	<u>Fines</u>	<u>Renewals</u>
Books*	2 weeks	5 cents per day*	2
Magazines (Limit: 6)	2 weeks	5 cents per day*	2
Audio Books & Music (Limit: 4)	2 weeks	5 cents per day*	2
Baking Items (Limit 2)	2 weeks	5 cents per day*	None
Games (Limit 2)	2 weeks	5 cents per day*	None
DVD's (Limit: 4)	2 weeks	50 cents per day*	None
HotSpots (Limit 1)	2 weeks	One (1) dollar per day	None

*There are no overdue fines for Children's and Young Adult materials; however lost, damaged or unreturned items will still incur replacement fees.

****Fines must be below \$5.00 in order to check out materials.****

A maximum of 20 items may be checked out at one time on any card. Category limits such as 6 magazines, 4 audio books, and 4 Videos/DVDs apply to the 20 item total.

Headphones for in-library computer use may be checked out for 2 hours (computer session). There will be a \$2.00 charge if headphones are not returned to the circulation desk. If headphones are damaged, patron will be charged a replacement fee. Failure to pay charges could result in suspension of computer privileges.

Renewals

Renewable items may be renewed up to 2 times by the individual via their online account at www.willrogerslibrary.org, by calling the library, or in person at the circulation desk.

Overdue Fines

Materials are due before end of business hours the day they are due. Items placed in the drop box after hours will be processed on the next business day and therefore, will be considered overdue.

A fine of \$0.05 per day per item will be charged for overdue materials including adult books, periodicals, adult audio books, games and baking items. Fines may not exceed the replacement cost of an item. Videos and DVD's will be charged at a rate of \$0.50 a day for each day late with an overdue fine cap of \$5.00 per item. The overdue fine cap for books will be the current replacement cost of a new copy of the book.

A fine of \$1.00 per day per HotSpot will be charged for overdue Mobile HotSpots. HotSpots fines will cap at \$120.00 per HotSpot.

Damage or loss of Inter-Library loan materials will be charged at the cost determined by the loaning library plus a \$5.00 processing fee, and may incur suspension of ILL privileges.

Patrons will be notified in a timely manner of materials that are past due by mail, email or text according to patron preference. The 3rd and final overdue notice will be sent by mail. If materials are not returned to the Library after the 3rd overdue notice, the accounts may be turned over to a collection agency and an additional \$12.00 fee will be charged to the account. This fee is non-negotiable and non-refundable.

Borrowers with an account balance of \$5.00 or more will have their borrowing, computer access, and room reservation privileges suspended until the balance due is returned to an amount less than \$5.00. If the account has been submitted to collections, the balance must be returned to zero before borrowing and computer access is restored.

All fines, fees, and replacement costs are applicable for review by the City Treasurer's Office and the Library Board at any time.

Item Condition / Repair and Replacement

The patron is responsible for all items borrowed from the Will Rogers Library and must return them to the Will Rogers Library on time and in good condition. Each borrower is held responsible for all items drawn on his or her card and for all fines or damages accrued. The parent / legal guardian is ultimately responsible for items and charges relating to materials checked out to their minor children.

Replacement costs will be charged for any item which is permanently lost or which is damaged beyond repair. All replacement costs must be paid in full. ***Replacement items will not be accepted in lieu of payment.*** If a patron pays for a lost item and subsequently finds the item and returns the item in good condition within 30 days of payment, the patron may request reimbursement for the initial replacement cost of that item.

Repairable items will be charged according to the degree of damage as assessed at the discretion of the Library Director or Assistant Director.

Please Note: Checkout privileges may be suspended to any person who repeatedly returns damaged items until restitution is made. Checkout privileges may also be denied to library card holders who have not returned long-overdue materials.