



Materials Loan Policy

Materials and Limitations:

Limitations may change or vary with the development of the collection. There is a limit of 50 total items that can be checked out per library card. Certain items have special checkout limit, as noted. The standard length of loan is as follows:

1. **Books** (Except reference and express books) – 2 weeks
2. **Express Books** – 1 week, limited to one per card; no renewals, no reserves (hold)
3. **Cliff Notes**- 1 week
4. **Magazines**-(except current issue) -1 week
5. **Compact discs; audio books; CD-ROMs**- 2 weeks
6. **Thematic Kits**- 2 weeks; limit one per card, no renewal (must be adult patron card)
7. **Early Literacy Kits**- 2 weeks (must be adult patron card)
8. **DVD's** (movies)- 1 week; limit 5 per card; no renewals (must be adult patron card)
9. **Encyclopedias** - Reference only- no checkouts
10. **Interlibrary Loans**- usually two weeks, may vary according to the lending library's rules
11. **Equipment**- see equipment loan rules; no renewal; equipment agreement must be signed

NOTE: When a heavy demand is made for the material, the librarian may place certain limits on the checkout of such materials.

Renewals:

There is a limit of 2 (two) consecutive renewals. (Renewals can be made in person, by phone or on-line). Items that cannot be renewed are Express books, theme kits, ILL's, DVD's, and books that have a request pending.

<https://www.whartonco.lib.tx.us:8480/?config=default#section=home>

Wharton County Library Materials Loan Policy (2021)

Reserves: (Holds)

Borrowers may place a reserve on Library items that are checked out. Items are held for 3 (three) days after notification is given.

Fines/Overdues/Loss or Damage of Materials:

Library borrowers are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any borrower who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for all lost or damaged items.

- Fines for overdue materials (except DVDs/Equipment, and Express books) are **.10c** per day, excluding days the library is closed. A maximum charge of **\$2.00** per item (**\$1.00** per paperback) will be charged to encourage return of these materials. The Library will notify borrower of late materials by mail.
- DVDs/equipment are **\$1.00** per day overdue. There is a maximum charge of **\$3.00** DVD and **\$10.00** per piece of equipment. Express books are **.10c** per day with a maximum charge of **\$2.00** per item.
- Postage for all overdue notices will be charged (**current postal rate**) in addition to all overdue fines.
- Charges for materials lost or **damaged beyond repair** will be the **current** replacement price of the material plus a **processing fee** of **\$2.00** per item.
- Patrons who pay for lost item(s) and subsequently return the item(s) in person within 1(one) month of making payment, can request a refund of the material cost (with valid receipt) but **not** for the processing fee.
- Charges for lost or damaged items on loan (ILL) from other libraries are set by the lending library.
- Lost library cards will be replaced at a cost of **\$2.00** per card.
- A **\$1.50** fee per item is charged for Interlibrary Loans.
- Any unpaid fines will halt all Internet (computer) and Overdrive access.

Equipment Loan Fee:

Equipment may be borrowed free of charge by all Wharton County Library cardholders. Items will be available on a "first come" basis. Failure to return equipment on time may result in suspension of checkout privileges.

Wharton County Library Materials Loan Policy (2021)

Overdue fines vary, dependent on the equipment borrowed.

The borrower must fill out an *Equipment Agreement Form* in person at the Wharton County Library or at any branch library. He/she ***must*** have a Wharton County Library card, plus one other form of identification giving name, address, and signature. He/she ***must*** also provide an active telephone number where he/she may be reached during the normal business hours. Equipment will be released only to the person registered. A signature is required on all agreement forms.

Equipment must be checked out ***only*** to an individual, not an organization.

Elene Gedeveni, MLS, MA _____ *September 27, 2021*
Wharton County Library Director