

XI. CIRCULATION

A. Services:

1. The library serves residents of the District, annexed cities and contracting cities. These residents are issued library cards free of charge by showing proof of residency in the county. Persons or families residing outside of the library district but owning property against which the library tax is levied are given free resident library cards with current identification. Persons who live outside the library district in areas with which the library does not have a reciprocal agreement or negotiated contract may be issued a non-resident card upon showing current identification, for an annual fee of \$30.00 per family.
2. Whitman County Rural Library District has a reciprocal agreement with both Neill Public Library in Pullman and Latah Free Public Library in Moscow to honor their residents by issuing these patrons Whitman County Library Cards free of charge.
3. Reference service via our Internet website, the U.S. Mail, or by phone will be offered to people outside of our library district at a rate of \$30.00 per hour.
4. The use of the library or its services may be limited when excessive demands of groups or individuals tend to curtail service to the general public.
5. The use of the library or its services may be denied for due cause. Such cause may be, but is not limited to, having two lost books or having ten dollars (\$10.00) or more in un-paid library charges (individual and/or family), outstanding accounts at other libraries, noncompliance with rules governing the use of the library (see Appendix H) or noncompliance with computer use policies (see Appendix J).
6. In extreme cases of misuse, persons may be evicted from the library premises for due cause, per RCW 27.12.290. In such cases, the library director (or designee) will present or mail, via certified mail, a notice of eviction (see Appendix M) to the evicted persons.
7. Service will not be denied or abridged on the grounds of religious, racial, social, economic, or political status.
8. If a user damages library property, he/she will be asked to pay replacement or repair costs at the discretion of the director. In the case of materials, this cost shall be the cost of replacing the item. In the case of damage to other property or to the building, the user will either repair the damage at his/her own expense or pay the cost of having the repair done.
9. To protect the rights of Whitman County Library users of all ages, no one will be allowed to check out library materials without first presenting his or her library card, or the number of same, or picture identification to the person at the circulation desk.

B. Registration:

1. A computerized patron registration file will be maintained.
2. The registration forms used by persons under 18 years of age will be signed by their parent or guardian and will be filed for reference of responsibility. The one exception will be if a person under 18 can show documentation that he/she is emancipated.

3. Each patron's first library card is free. If, however, it shall be lost, a replacement fee may be charged.

C. Circulation Period:

1. The rules for circulation of materials are based on the value of the Item, popularity, the number of items of that type owned by Whitman County Library, or other factors.
2. The basic circulation period for library materials varies according to type, age and cost of material.

D. Renewals:

1. Renewals will be made for most print materials unless there are other patrons waiting for the material. Telephone renewals will be made.

E. Overdue Notices:

1. Patrons will receive 2 overdue notices, then a statement after item is 6 weeks overdue. A schedule of overdue notices is maintained by the person in charge of circulation.
2. Persons who consistently have overdue notices may be denied library privileges. Willingly retaining books is a Class 4 Civil Infraction (RCW 27.12.340).

F. Lost Materials:

1. All materials will be considered "lost" when they are six weeks overdue or sooner for just cause such as (but not limited to) change of residence without notification. A statement will be sent notifying them of the lost material charges. The balance on their account includes a charge for the lost material plus a processing fee. Patrons who pay for lost items and subsequently return the item within six months of the date it is lost will receive a refund for the material but not the processing fee.
2. Patron accounts with balances \$25.00 or more are sent to collection 30 days or more after the last notice was sent. The library will assess a collection fee to offset staff time, postage and other expenses. Any items on accounts that have been sent to collection may not be returned to Whitman County Library for refund. Patrons sent to collection must deal with the collection agency once their account has been turned over to a collection agency.
3. Past due accounts of \$75 or more may be referred to civil court. The library will assess additional fees to cover staff time, service fees, garnishment fees, attorney fees, etc.
4. Patrons writing checks to Whitman County Library that are returned for insufficient funds will be charged an additional \$20.00 handling fee.

G. Requests:

1. Requests will be taken for books not on the shelf. The borrower will be notified when the book is available. These items will be held for the patron at the circulation desk for one week.

H. Limits:

1. At any given time, each patron is limited to twenty-five (25) items and each family card is limited to fifty (50) items.

2. Provider cards may be issued to those who provide programs for children. Borrowing limit is 25 items and/or left to the discretion of the Youth Services Manager (or designee).
3. Non Resident cards are issued to people not residing or owning property within the Whitman County Rural Library District. Non-resident cards may be purchased for \$30 per year per household or for free to those persons living in areas with which WCL has a reciprocal borrowing agreement (Neill Public Library, Latah County Library District, WSU Libraries.)
4. Non Resident cards have borrowing limits of 2 items for a three (3) month probationary period and a ten item limit thereafter. They are allowed one card per household, no direct-home mailing privileges, no interlibrary loan services and no checkout if account balance is above zero.
5. New patrons or those with a troublesome history record may be assessed lower check-out limits by the director (or designee).

I. Privacy of Circulation:

1. All circulation records and other records identifying the names of library users are confidential in nature. Such records shall not be made available to any person, agency of state, federal or local government except under such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. Upon receipt of such process, order, or subpoena, the library attorney will be consulted to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. Children's circulation records shall be made available only to themselves and/or their parents or legal guardians.

J. Disclaimer on Use of Library Materials:

1. Whitman County Library shall not be responsible for the condition of our library materials, including Videos, DVD's, CD's and any other library materials. Due to the heavy use of library materials, the library cannot be held responsible for the condition of these materials and any damage that may be sustained in their use thereof.