



Circulation Policy

A valid Watauga Public Library card lets you check out books, cds, dvds and more. You can also remotely access online databases and download eBooks, eAudiobooks and eMagazines to your computer or handheld device.

Watauga Public Library Cards

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep your information on file with the Library current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for usage of their library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to be responsible for any loss or damage to materials, and pay monies owed.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines/ or fees that have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year unless otherwise stated. When the card is renewed, the patron's record is updated, and all outstanding fines/fees must be paid.

Types of Library Cards

- Resident:
Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo ID) with proof of a current Watauga address or taxpayer status. Non-residents who own real

property within the city limits and non-residents who operate a business within the city limits and who render business personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent/legal guardian sign application to show acceptance of responsibility for materials checked out on the card. Youth cards are renewable or until the patron's 18th birthday, whichever occurs first.

It is the policy of the Watauga Public Library that parents/legal guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. Parents/legal guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and will not act in loco parentis.

- Non-resident reciprocal:
Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library collection only. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. This card is valid for one year. The policy above for applicants age 17 years or under also applies here.
- Non-resident:
Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of any consortium Watauga is a member of or in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants age 17 years or under also applies here. This card is valid for one year with an annual charge for each non-resident card.
- Internet-only:
This card is issued for Internet only use, and is renewable every 6 months. No check-out privileges are extended to this card. A photo ID and current address must be provided.

- **Corporate Cards:**
Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees/charges that applies to an individual library card, also applies to a corporate card. In requesting a corporate card, the company agrees to be responsible for all materials borrowed on the card(s). The company holds the responsibility for retrieving library cards from any staff members who leave their employer. The company must notify the Library to cancel any card(s) that leaves their control. A Corporate Card is valid for one year and there is no charge for this card. Consult "Corporate Card" Policy for details.
- **Teacher Cards:**
Any teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain this card. This card is offered for the current school year only, and must be renewed for each future school year.

Nursery schools, preschools, and daycare schools that serve Watauga may obtain a teacher card. This card is valid for one year, renewed annually.

Borrowing privileges extends to the Watauga Public Library collection only. Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.

Renewals & Replacements of Library Cards

To renew a library card, patron must show a photo ID and proof of current address, and all outstanding fees/fines must be paid. The replacement fee for a lost library card is \$1.00 or free if renewing library card. Patron is responsible for notifying the Library of a lost/stolen card so that a block may be put on their account ensuring no additional items may be checked out. The patron is responsible for materials checked out on lost or stolen cards that have not been reported.

Checking Out Materials

- A valid Watauga Public Library card or a current photo ID is required to check out materials.
- Limits:
 1. First time borrowers are limited to three (3) items the first checkout.
 2. Non-fiction materials are limited to three (3) items per subject at a time per cardholder.
 3. DVDs are limited to fifteen (15) per library card.
 4. Seasonal or high demand items may be limited as determined by staff
- The following restrictions applies to Special Loan Kits:
 1. Checkout of Special Loan Kits is limited to one of each per patron unless the patron represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two Special Loan Kits per person or building.
 2. Special Loan Kits may not be renewed.
 3. Special Loan Kits must be returned to the Watauga Public Library.

Length of loans

1. All circulating materials check out for 3 weeks
2. Reference items do not circulate
3. All loan periods will be reviewed by the Library Board as needed and changes incorporated into the policy.

Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Print jobs from the public computers are sent to a network printer at the Circulation Desk. Print cost .10 for bw, and .25 for color. Print jobs can also be sent remotely from any device from anywhere and picked up at the Watauga Public Library. Consult "Internet Acceptable Use" Policy for details.

Renewal

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if

- 1) the item is not renewable,
- 2) the item is requested,
- 3) maximum number of renewals has occurred,
- 4) charges of \$5.00 or more on the patron's account,
- 5) the patron's account has overdue items.

Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the Library Consortium.

Holds

Residents can place requests on all circulating materials belonging to the Watauga Library and members of the Library Consortium. Non-resident cardholders may place requests only on Watauga Public Library materials. There is a limit of 10 holds requests on physical materials at any one time. This includes active/pending requests, holds in-transit, and items on hold shelf.

Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

Interlibrary loans

Interlibrary loan service is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders are not eligible for this service. ILL forms are available at the Check Out Desk or online. The user is responsible for paying the return postage on each item requested. Consult "Interlibrary Loan" Policy for details.

Fines & Charges

Fines/fees can be paid in person or with your credit card by accessing your account online.

1. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace. Damage of one audio cd will result in the replacement of the entire set at current cost.
2. Lost items: Cost of replacement + \$5.00 processing fee.
(If the cost of the item is less than \$5.00, processing fee is waived)
The Watauga Public Library does not accept replacement copies for lost or damaged items. Damage of one audio cd will result in the replacement of the entire set at current cost.
3. Special Loan Kits
Lost fee: Total cost of kit
Missing/Damaged fee: Replacement cost of each item
4. Interlibrary loan items
Lost/Damage fee set by lending library

FAX Service

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.

No FAXs will be accepted during the 15 minutes before closing.

Overdue notices

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date does not exempt the borrower from paying recompense for damaged or lost materials. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than

\$50.00.

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