

Circulation Policies

Borrowers

1. There is no residency requirement for receiving a library card.
2. To obtain a library card, individuals must present a state, government or school issued photo ID that includes his or her current address. If the ID does not have a current address, individuals must provide proof of current address (such as a postmarked piece of mail.)
3. The minimum age for obtaining a library card is 5 years of age, with consent from a parent or legal guardian.
4. A parent or legal guardian's signature is required for children under the age of 14 years. Parents and legal guardians are responsible for all material checked out by children under the age of 14 years.
5. All library cards expire automatically every 2 years to ensure patron information is kept up-to-date. All outstanding fines and fees must be paid and/or overdue materials returned before a borrower's card may be renewed.

Borrowing Materials

1. A library card is required to check out materials.
2. Library card holders must be physically present to check out materials.
3. Borrowers may not check out items on another person's library card, with the exception of legal guardians.
4. The person to whom the card is issued is responsible for all material checked out on that card. Patrons are asked to report lost or stolen cards immediately.

Privacy

1. Patron library card information will be used only for legitimate library purposes.
2. Disclosure of card information will be limited to the card holder or his/her legal guardian. Release of card information beyond those listed will be limited to those situations required by law.

Loan Periods and Limits

Item Limit Loan Period

Books ** 3 weeks

Magazines ** 3 weeks

Audiobooks 5 per card 3 weeks

DVDs 5 per card 1 week

Discovery Packs/ Boxes 1 per card 3 weeks

***Limit of 99 items per card*

New applicants are given a check-out limit of two (2) items the first time using their library card.

Renewals

Most items can be renewed up to 3 times unless the item is on reserve for another patron. InterLibrary Loans renewals can be requested one time, prior to the due date, pending approval by the lending library. Items can be renewed in person, by phone, by email, or through Wamego Public Library's online catalog.

Overdue Fines and Fees

Fines and fees will be assessed for late, lost, and/or damaged materials. Fines will accrue everyday an item is late, capping at \$5. Patrons with less than \$3 in fines may still check out items.

Item Fine Max Fine/Fee

Books 10¢ / Day \$5
Magazines 10¢ / Day \$5
Audiobooks 10¢ / Day \$5
DVDs \$1 / Day \$5
Discovery Packs \$1 / Day \$5
Storybook Boxes \$1 / Day \$5
Damaged or Lost Items Cost of item
Lost Card Fee \$1 per replacement

Lost or Damaged Items

If an item is lost or damaged (assessed by the library as being unsuitable for the collection), the patron will be charged the replacement cost of the item. Any accrued overdue fines on lost or damaged items will be waived once the patron pays in full the replacement fees.

Placing Items on Reserve

Library patrons may request to place items on reserve that are currently unavailable. Items can also be placed on reserve through Wamego Public Library's online catalog. Patrons will be notified by an email or phone call when the reserved item becomes available. The item will be held on reserve for 1 week at the front desk, after which the item will either be returned to the shelf or placed on reserve for the next patron on the waiting list.