

Western Plains Library System Library Borrower's Policy

Western Plains Library System (WPLS) is funded primarily by ad valorem taxes to provide library services to residents of Custer, Dewey, Roger Mills and Washita Counties.

With a valid WPLS library card materials may be checked out from any WPLS branch. A library card also gives the cardholder access to the internet and online databases.

Borrower Qualifications:

Age Requirements for all Borrowers

- Borrowers must be 17 years of age or older to apply for an individual card.
- Children between the ages of 5-16 who desire to have an individual library card must be listed as the dependent of an adult's card. Borrowers listed as the responsible party for dependents are responsible for the well being of library materials borrowed by dependents.
- Parents and guardians must use their personal cards for children 4 years of age and under.

Resident Borrower Types

A resident borrower of Western Plains Library System is defined as one of the following:

1. Lives in the counties comprising the Library System.
2. Lives outside the WPLS service area, but pays property taxes in a county or counties that comprise the Library System.
3. Lives outside the WPLS service area, but physically works in a county or counties that comprise the Library System. (This type of qualification applies to only the individual working in the WPLS area and not that individual's entire household.)
4. Lives outside the WPLS service area, but attends a school that is geographically located in a county that comprises the Library System.

Non-Resident Borrower Types

Non-residents who do not own property, work, or attend a school in the WPLS service area may borrow WPLS library materials from any branch library of Western Plains Library System after payment of a fifty (\$50) dollar fee.

The non-resident fee qualifies an entire household for library cards. The borrower who pays the fee will be listed as the responsible party for all qualifying members of the household. This fee grants one-year of library service, and must be renewed annually to retain borrowing privileges.

Documentation Required when Applying for Library Cards:

Resident Borrower Types

To obtain a library card a resident must provide one of the following documents:

1. A government issued photo ID listing a physical address in the WPLS service area.
2. A government issued photo ID that does not list a physical address in the WPLS service area, AND one of the following secondary documents:
 - a. Current utility bill (current within the last 30 days)
 - b. Current official rent receipt
 - c. Current imprinted checkbookNote that any secondary document must list a physical address within the WPLS service area.
3. For individuals who own property, work, or attend school in the WPLS service area one of the following secondary documents must also be provided:
 - a. Current property tax statement from a county within the WPLS service area
 - b. Current school enrollment document
 - c. Current pay stub from a place of employment located in the WPLS service area

Non-Resident Borrower Types

Individuals desiring to pay the annual non-resident fee must provide the following:

1. A government issued photo ID listing a physical address.
Note: This address must be the permanent address of the primary borrower on the account.

All library cards expire annually. Librarians will ask borrowers to verify their residency, contact information, and pay any applicable fees upon renewal.

Temporary Residents:

Temporary residents can receive a library card valid for 60 days. This card may only have 2 items out at a time. In order to receive a temporary card the borrower must provide a current physical address within the WPLS service area and an additional permanent address. This card is not renewable.

To continue library privileges after the initial 60 days the borrower must qualify for a library card as a resident, or purchase a non-resident card.

Borrower Limits and Rules:

Recognizing Western Plains Library System's responsibility to give service to all residents of its service area, restrictions as to the number of books and other library materials which may be borrowed by any one customer or household will be set by Western Plains Library System as needed.

Borrowers are responsible for all material borrowed on their accounts. Borrowers may not use another individual's account to borrow materials. Per the requirements of 65 O.S. § A 1-105, borrowers are not privy to information regarding other borrowers' accounts, unless the borrower is listed as the responsible party.

Librarians may replace worn cards at no charge. Borrowers who lose or damage their library card will be assessed a fee.

Fines for Overdue Materials:

Western Plains Library System does not charge fines for books which are kept beyond the date due if the books are returned in the same condition they were in when borrowed from the library. The only overdue fines charged are for media items such as videos and Playaways.

Fine schedules are set by Western Plains Library System and are available for review in any branch library.

Damaged and Lost Library Materials:

If materials are lost or damaged beyond repair, the borrower will be assessed the replacement price of the item as determined by the System. Once the borrower has been assessed the cost of an item the borrower may keep the item in question.

Librarians may waive charges for lost or damaged items if the borrower provides an exact replacement copy of an item. (Replacement copy must be the same edition as the item it is replacing.)

Loss of Borrowing Privileges:

Borrowers with charges that exceed established amounts may not borrow additional materials. Borrowers responsible for other cardholders will lose their borrowing privileges until all required charges have been resolved.

Inter-Library Loan (ILL)

WPLS customers who request inter-library loan for materials not owned by WPLS must abide by the rules and regulations imposed by the Inter-Library Loan Code. The lending library sets the date due and any restrictions it wishes to impose.

If a WPLS customer loses an inter-library loan book, the WPLS customer must pay any and all charges imposed by the lending library.