

Western Plains Library System Library Borrower's Policy

Western Plains Library System (WPLS) is funded primarily by ad valorem taxes to provide library services for 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, digital collections 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.
- Minors up to age 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.

Resident Borrower Type

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

- *Adult & Child:* Reside in the counties comprising the Library System.

Non-Resident Borrower Types

A Non-Resident Borrower refers to a person who does not physically reside in the counties comprising the Library System. The following is a summation of the Non-Resident Borrower Types:

- *Property Owner:* Lives outside the WPLS service area, but pays property taxes in a county or counties that comprise the Library System.
 - This qualifies the individual's entire household for library cards free of charge.
- *Employed:* Lives outside the WPLS service area, but physically works in a county or counties that comprise the Library System.
 - This employment status qualifies only the individual working with the WPLS service area for a library card free of charge and not that individual's entire household.
- *Student or SWOSU:* His/her permanent residence is outside the WPLS service area, but he/she attends a school that is geographically located in a county that comprises the Library System.

- This status qualifies only the individual attending school within the WPLS service area for a library card free of charge and not that individual's entire household nor does it qualify and responsible parties.
- The *Student* card type must have an adult serve as his/her responsible party. If the adult does not qualify for a card, he/she will be listed as a *Responsible Non-Circulating* card type and will function as only a responsible party for the minor in question.

Specialty Borrower Types

There are a few categories that are exceptions in their nature and therefore do not fit into the above categories.

- *Fee Non-Residents:* 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 and may access all of the WPLS digital collections after annual payment of a fifty (\$50.00) dollar fee.
 - The non-resident fee qualifies an entire household for library cards. This fee grants one-year of library service and must be renewed annually to retain borrowing privileges.
 - This card functions and has equal limits and access to that of a regular Adult Borrower Type Card.
- *Temporary Residents:* Temporary residents can receive a library card valid for less than one (1) calendar year.
 - This card may only have 2 items out at a time.
 - This card is not renewable.
 - To continue library privileges after the initial timeframe has expired, the borrower must qualify for a library card or purchase a non-resident card.
- *Outreach Borrower Types:* These are cards that are issued at an Outreach event.
 - *Outreach Child:* These are cards resulting from an Outreach event and are issued to a customer under the age of 17.
 - This card functions and has equal limits and access to that of a regular Child Borrower Type Card.
 - *Outreach Adult:* These are cards resulting from an Outreach event and are issued to a customer 17 years old or older.
 - This card functions and has equal limits and access to that of a regular Adult Borrower Type Card

Documentation Required when Applying for Library Cards

All card types are renewed annually.

Resident Borrower Types

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

1. A current government issued photo ID listing a current physical address in the WPLS service area.
2. A government issued photo ID that does not list a current physical address in the WPLS service area, AND one of the following secondary documents that establishes residency:
 - a. Current utility bill (current within the last 90 days)
 - b. Current rent receipt
 - c. Current imprinted checkbook

**Note that any secondary document must list a physical address within the WPLS service area.

Non-Resident Borrower Types

Individuals desiring to pay the annual \$50.00 non-resident fee must provide the following:

1. A government issued photo ID listing a physical address.

Library Managers will annually ask borrowers to verify their residency, contact information and pay any applicable fees upon renewal.

2. 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 or school identification card
 - c. Current pay stub from a place of employment located in the WPLS service area

Temporary Borrower Types

1. 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, if one is available.

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.

Library Managers may replace library cards at no charge; this includes but is not limited to library cards that are worn, damaged, lost, etc.

Fines for Overdue Materials

Western Plains Library System does not charge overdue 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 Interlibrary Loans and 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.

Library Managers may waive charges for lost or damaged items if the borrower provides an exact replacement copy of an item; this includes, but is not limited to the exact title, edition, ISBN, etc.

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.

Interlibrary Loan (ILL)

WPLS customers who request interlibrary loan for materials not owned by WPLS must abide by the rules and regulations imposed by the Interlibrary Loan Code. The lending library sets the date due and any restrictions it wishes to impose. If a WPLS customer loses an interlibrary loan book, the WPLS customer must pay any and all charges imposed by the lending library. Additionally, as before stated, WPLS does charge Overdue fines for ILLs in an attempt to continue the positive relationships we have with lending libraries.