

## Western Plains Library System

### Library Borrower 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 (service area).

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.

#### All Borrower Categories

Any individual who qualifies for a library card entitles their entire household for library services. A household shall be defined as any individuals that live at the same physical address.

All library cards must be renewed annually. For renewal of borrowing privileges to be granted, customers must provide proof of continued qualification.

Customers 17 years of age and older are considered independent and may be issued their own library cards. Those 16 years old and younger are considered dependent and must be linked to an independent account.

Independent customers linked to dependent accounts are financially responsible for library materials borrowed by dependent customers.

#### Resident Borrowers

A Resident Borrower refers to an individual who resides in the WPLS service area. To obtain or renew a library card a resident must prove qualification via one of the following methods:

- A government-issued, non-expired photo ID listing a current physical address in the WPLS service area.

**OR**

- A government-issued non-expired photo ID that does not list a current physical address in the WPLS service area **AND** one of the following secondary documents that list a physical address within the service area:
  - Current utility bill (current within the last 90 days)
  - Current rent receipt
  - Current imprinted checkbook

### **Non-Resident Borrowers**

A Non-Resident Borrower refers to an individual who does not physically reside in the WPLS service area; however, the individual owns property, is employed, attends school, or has a dependent who attends school in the service area.

To obtain or renew a library card a non-resident must prove qualification via one of the following methods:

- Current property tax statement from a county within the WPLS service area
- OR**
- Current school enrollment document or school identification card
- OR**
- Current pay stub or ID from a place of employment located in the WPLS service area

### **Dependent Borrowers**

Dependents may be linked to most independent accounts. The linked independent individual must be present to obtain and renew dependent library cards.

In the case of a dependent customer who is a minor, the linked independent account holder shall be defined as a parent, guardian, or another person who possesses *en loco parentis* authority for the child.

In the case of a dependent customer who is not a minor, the linked account holder must be authorized by management.

### **Specialty Borrowers**

Individuals who do not qualify for a library card in any of the aforementioned ways may pay an annual payment of \$50.00 for a WPLS library card. This annual payment entitles the individual's entire household to library service.

Temporary residents can obtain a library card that expires after 90 days. Extensions may be granted by management. No dependents may be added to these accounts.

The WPLS Executive Director may create additional account types as needed to address unique situations.

### **Borrower Limits and Rules**

Management will set account limits as necessary.

Individuals are responsible for all library materials borrowed on their account or on linked dependent accounts. Individuals may only use their own account to borrow materials. Individuals are not privy to information regarding other library accounts, unless the individual is linked to a dependent's account.

### **Damaged and Lost Library Materials**

If materials are lost or damaged, the individual will be assessed the replacement price of the item as determined by the System.

Replacement copies may be accepted in lieu of monetary compensation at the discretion of management.

### **Loss of Borrowing Privileges**

Individuals with charges that exceed limits established in the *WPLS Fine Schedule* may not borrow additional materials. Individuals linked to dependent accounts will lose their borrowing privileges until all dependent account charges have been resolved.