

**WAHOO PUBLIC LIBRARY
CIRCULATION SERVICES POLICY**

Basic Services

The Wahoo Public Library has the following items available for patrons: books, magazines, newspapers, videos, CD's and DVD's, and on-line access to Overdrive, hoopla, and Newsbank. Non-basic services include copy services with black and white or color, FAX, wireless printing, internet, public access computers for word processing with printer, color copier and scanner, interlibrary loan service, and digital access to past issues of the Wahoo Newspaper. The Bill of Rights affords internet availability to all. If parents or guardians do not wish to allow their children the use of the internet, it will be the responsibility of the parent or guardian to oversee internet use.

Residency Requirements

Wahoo Public Library is the public library for the City of Wahoo. Persons residing within the city limits of Wahoo or owning property (proof of property ownership required) in Wahoo will be extended borrowing privileges. Individuals living outside the city limits of Wahoo may borrow materials upon payment of a non-refundable non resident fee. This fee is \$20.00 for one person; additional cards within a family are \$1.00. The library card is a city library card, valid in all five participating libraries of Saunders County; however, it is not considered a county card. A person residing outside Saunders County shall pay an annual fee of \$25.00 per person.

Note: When a parent or guardian wishes to sign for a child's new card and said parent/guardian has overdue materials or fines, the new card will be refused for a minor since the parent/guardian will be responsible for loaned materials.

Digital Services (Overdrive, Libby, Hoopla, and other digital offerings that may be listed on the Library Catalog are only available to library card holders who reside in Saunders County. A Wahoo Public Library card is needed to access digital services.

Borrowing Privileges

Wahoo Public Library issues individual library cards. It does not issue family library cards. Customers will not be able to check out materials without presenting their library cards. The cardholder is responsible for all library materials borrowed on their card and agrees to pay any charges when material is damaged, lost or returned late. Customers are responsible for notifying the library immediately upon change of address, change of telephone number, or loss of library card.

Borrower Registration Policies

New borrowers, or borrower's guardian for juveniles, must present a driver's license with their name and current address on it. If customers do not have a driver's license with their current street address on it the following may be substituted:

- Picture identification card with name and current street address
- Picture identification issued from school entity
- Dwelling lease or rental agreement less than one year old and containing current street address

- Checkbook with current street address
- Vehicle registration with current street address
- Mail addressed to the applicant with their current street address and postmarked within the last ten days

For patrons currently enrolled in high school, or middle school, who do not have a driver's license with their name and current street address on it, they may substitute a school issued identification card.

Any individual age 14 and younger, will need to have either a parent or legal guardian sign their library card application form.

New library patrons are limited to 2 items for checkout for 60 days and after probation may have up to 20 items per card. If excessive over dues have been incurred during the 60 day probation the library may impose continued borrowing limits once all items are returned and fees paid.

Organization/Faculty Cards

These cards can be issued to businesses, schools, book clubs, or organizations within the city limits of Wahoo. Material checked out on these cards can only be used to augment internal projects. These cards cannot be used for personal use, only for the use of the organization in general.

The owner, or person in a position of authority to take responsibility for materials, will need to come into the library to fill out an application. They will submit a list of names of authorized users. Overdue notices will be sent in care of this person. The checkout date is 30 days no renewals.

Homebound Service

Customers unable to use the library due to personal or physical limitations, physical disability, handicap, illness, advanced age, short term convalescence or illness resulting in limited mobility, can register for a homebound library card.

Library staff or trained volunteers may deliver items to the homebound participants.

Lost and Forgotten Cards

Library users must present a valid card to check out materials. It is assumed that the individual presenting the card, at the circulation desk is either the actual cardholder or has the permission of the cardholder to use the card. The library does not verify that the person presenting the card is the actual cardholder. Therefore it is essential that lost or stolen cards are reported to the library as soon as possible. Customers who have lost their Wahoo Public Library card must show valid photo identification with their current street address and pay a non-refundable \$5.00 replacement charge. If they later find their card, it must be destroyed or returned to the library for disposal.

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