

# Circulation Policy

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## Policy Statement

The Board of Trustees of the White Plains Public Library is dedicated to establishing policies that make the Library's resources available to the broadest number of cardholders for borrowing. Library cards are required of all patrons who wish to borrow materials.

Persons who live or own property in White Plains may apply for a White Plains Library Card. Two forms of ID, one with the person's name and current address, are required. **Persons who own property but do not live in White Plains must provide proof of property ownership to get a card.** The White Plains card is honored at all Westchester public libraries and at the Westchester Community College Library.

Persons who live outside of Westchester County, but work or go to school in White Plains, may apply for a White Plains Library card. Two forms of ID are required at sign up, one with the person's name and current address, and one with a current White Plains work or school address.

For persons who live, work, go to school, or own property elsewhere in Westchester County:

- Library cards from other Westchester County libraries are honored at White Plains;
- Others may obtain a 30-day temporary registration. White Plains will send the application to the home library for processing.<sup>1</sup> Two forms of ID are required, one with the person's name and current address, and one as proof that the person lives, works, goes to school or owns property in Westchester County.

Guest privileges are available to those residing temporarily in White Plains. Guest borrowers are limited to three items. Persons who do not live, work, go to school or own property in Westchester County may purchase a card from the Westchester Library System (WLS) for an annual registration fee. Application forms are available at our Checkout desk, which must be sent directly to WLS with payment. The card will be mailed directly from WLS and is honored at all Westchester public libraries. Non-resident registration is valid for one year.

Library cards expire every three years. Two forms of ID, one with the person's name and current address, are required to renew the card. If a patron forgets their card, a photo ID is required to borrow materials, preferably a driver's license or other government-issued ID.

Patrons are responsible for materials borrowed. Patrons should report lost cards immediately. Library privileges may be suspended until the borrower meets financial

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<sup>1</sup> Mount Vernon Library requires residents to apply for a library card in person.

obligations, or if library materials are overdue. A replacement fee is \$5 for adult cards and \$2 for children's cards.

Patrons may borrow only on their own cards. Patrons may not use another person's card, even that of an immediate family member.

Overdue fines are assessed for late materials and vary based on the type of material borrowed, as follows:

<u>Fines</u>	<u>Per Day</u>	<u>Maximum</u>
Adult Books, audio books, music CDs	\$.25	\$10
Adult paperbacks	\$.25	\$5
DVDs	\$1	\$10
Children's books and Playaways	\$.10	\$5
Children's paperbacks and small books	\$.10	\$1
Children's Bag-A-Tales	\$2	\$20
Museum Passes	\$10	cost of pass
Hotspots	\$50	\$100
Launchpads	\$.10	\$5

Patrons may request reconsideration of fines by completing a Circulation Report, available from the check out desk or online. Patrons should attach any supporting information such as overdue notices, date due slips, etc. to the form to support their explanation or concerns. Replacement copies will not be accepted for lost items.

Library privileges may be suspended as a result of repeated violation of these and/or other Library policies.

Patrons will receive a copy of the Borrower's Guidelines at the time of registration, which provides a list of fines and other relevant circulation procedures.

Adopted by the White Plains Library Board of Trustees on 12/11/13.

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## Borrowing Guidelines

Loan periods, renewals and fines vary based on the type of material borrowed, as follows:

<u>Type of Material</u>	<u>Loan Period</u>	<u>Renewal</u>
Books, audio books, music CDs, Trove Kits	3 weeks	1 renewal
Adult NEW books	2 weeks	0 renewals
DVDs	1 week	1 renewal
Television series DVDs	1 week	0 renewals
Children Bag-A-Tales	3 weeks	0 renewals
Digital downloads: Overdrive	1-3 wks	No
Digital downloads: Freading	2 weeks	1 renewal
Museum Passes	3 days	0 renewals
Hotspots	1 week	0 renewals
Launchpads	1 week	0 renewals

<u>Fines</u>	<u>Per Day</u>	<u>Maximum</u>
Adult Books, audio books, music CDs	\$.25	\$10
Adult paperbacks	\$.25	\$5
DVDs	\$1	\$10
Children's books and Playaways	\$.10	\$5
Children's paperbacks and small books	\$.10	\$1
Museum Passes	\$10	varies
Hotspots	\$50	\$100
Launchpads	\$.10	\$5

The borrowing limit is 50 items per card, including up to 20 each of the following types of materials: CDs, DVDs, Playaways, and audio books.

Renewals of materials may be made in-person, by calling the automated renewal line at 914-674-4169 or online at [www.whiteplainslibrary.org](http://www.whiteplainslibrary.org). Telephone and online renewals are available 24/7. See the above chart for renewal limits. Renewals cannot be made on items that are overdue, on hold, or on interlibrary loan. Only patrons in good standing may renew items.

Holds may be placed on most circulating items of the WLS catalog and can be picked up at or returned to any WLS library. Patrons may reserve in person, by phone at 422-1480 or online at [www.whiteplainslibrary.org](http://www.whiteplainslibrary.org). Patrons are notified by email or phone (per the patron's preference) when the hold becomes available. Items are held for seven days. Interlibrary loans may be placed on items from other libraries beyond the Westchester Library System. Fees from the lending library may apply. Contact Adult Reference for more information.

Materials may be returned in person during Library hours or at book drops. Book drops are provided for patrons' convenience but may not always be available. Books returned to book drops after library hours or before 8:00 a.m. are checked in on the previous day.