



## **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 DVDs, and on-line access to Overdrive, hoopla, and News Bank. 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.

### **Library Card Policy**

To get a library card, proof of address is required. A photo ID with current address or a photo ID, with one form of address verification, is required as proof. The one form of address verification must include a recent date on the document, such as postmarked mail, bills, rental agreements, postal change of address verification, etc. 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.

Residents outside of the city limits of Wahoo will be charged \$25. Each additional card under the same address will be charged \$2. Out of Saunders County residents will be charged \$30 with additional cards under the same address being \$2. The library card will provide access to the following:

- Borrowing of physical materials
- Use of eBooks, digital audiobooks, and digital newspapers. Digital Services (Overdrive, Libby, Hoopla, and other digital offerings that may be listed on the Library Catalog) are available only with a Wahoo Public Library Card.

#### Material check-out limits:

Books, audio books, serials and toys may be checked out for 3 weeks with 1 renewal allowed. Patrons with overdue items may have borrowing privileges suspended until ALL items are returned or paid for if lost/damaged.

DVD'S are limited to 5 items per card and may be checked out for 7 days with 1 renewal allowed.

Staff may override the renewal limit for extenuating circumstances.

Materials that belong to a series will be limited to only 3 titles in the series.

A parent or guardian must provide proof of address and sign for individuals between the ages of 5 and 14. Lost cards are \$5 to replace. The library card is good at the following libraries: Wahoo, Ashland, Ceresco, Mead, and Yutan. You must have your card with you to check out at any of the libraries outside of Wahoo.

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. This includes card renewals, as well.

#### **Library Card Renewal**

To ensure the accuracy of patron accounts, the library account will expire every year. To renew your account, you must present the proof of address required to get a library card to renew the account. Non-resident fees apply.

#### **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.

### **Identification for Checking Out Physical Items**

To check out materials, a library card or photo ID (driver's license, state ID, school ID, etc.) must be presented at the time of check out. For those unable to acquire a photo ID, it is preferred that a library card be presented; however, a photo may be attached to the library account to provide identification.

A visiting family member, nanny/babysitter, etc., must have the physical library card with them to check out.

Any individual aged 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 checkouts at a time for 60 days and after probation may have up to 20 items per card. If excessive overdues 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.

Organization or Faculty will be responsible for any lost or damaged items.

### **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.

### **Renewal of Library Cards**

All Wahoo Public Library cards are issued for 1-year. When a card is due for renewal the patron must present the card and verify the current address, phone number and email if applicable.

### **Lost and Forgotten Cards**

Library users must present a valid card & or driver's license 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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