

Collection Use Policy

Guidelines

1. Current magazines, reference books, maps, microfilm, microfiche, computer software, reference documents, and newspapers DO NOT circulate.
2. Any patron who borrows materials from the Peter White Public Library is responsible for returning the items on time and in the same condition in which they were checked out. PWPL offers a three (3) day grace period for returning adult materials without incurring a fine.
3. Any patron who reports PWPL materials lost or fails to return materials will be required to pay the replacement cost and processing fees for the materials.
4. The Peter White Public Library is not responsible for damage to personal equipment caused by the use of Peter White Public Library materials. The Peter White Public Library is not responsible for damage to personal audio visual materials caused by the use of Peter White Public Library equipment.
5. The Peter White Public Library is not responsible for an injury, loss, or damage that may occur from using library items.
6. Renewals of library materials may be made in person, online, or by telephone.
7. No renewals will be allowed on any item that has been placed on reserve (hold) by another patron.
8. Library of Things items are subject to the ***CIRC - 2 Library of Things Policy***.
9. Any patron who returns PWPL materials that are damaged to be judged by the library staff as being unsuitable for return to the collection will be required to pay replacement cost for the materials.
10. Replacement fees for all library items will be set by the PWPL staff. List price of the item will be used when the item is still available. If the item is unavailable or the replacement price cannot be determined, current appraisal cost will be used.
11. The Peter White Public Library will not accept replacement items or comparable replacement items, unless the exchange is approved by the Adult Services Librarian, Youth Services Librarian, or Library Director.
12. If a patron has lost a PWPL item and paid the replacement fee, but later finds the item and returns it within 6-months of paying for the item, a refund of the replacement fee will be issued by the Peter White Public Library.
13. Materials owned by another Library (Interlibrary Loan) are subject to the owning Library's rules. See ***CIRC - 4 Interlibrary Loan Policy*** for guidance related to Interlibrary Loan materials.
14. The Peter White Public Library has contracted with a collection agency to assist in recovering non-returned library materials and unpaid fines. All unresolved accounts over \$35.00 will be turned over to Unique Management Services, Inc. and an additional referral charge (see ***Fee Schedule***) will be added to the account balance.

Claims Returned

1. Any patron who has received an overdue notice and is claiming that he/she has returned the material(s) will be required to complete a Claims Returned Form.
 - a. This form must be fully completed and returned to one of the PWPL circulation desks no later than two (2) months after the first overdue notice received by the patron.
 - b. If the patron does not complete a Claims Returned Form within this time period, he/she will be responsible for replacement fees and overdue fines for the item.
2. Any patron claiming more than three (3) items as returned in less than two (2) years will be required to pay all replacement costs and overdue fines associated with the items claimed returned after the third claimed returned item.

Peter White Public Library Board of Trustees

Approved: May 18, 2021

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