

CIRCULATION POLICY NO. 13

A goal of the Public Library is to facilitate the maximum usage of library materials by library customers.

Individuals owning property or living within the limits of the City of Walla Walla shall have library services and may register as library customers. Individuals owning property or living within the limits of other jurisdictions may register as library customers subject to any agreement between the City of Walla Walla and said jurisdictions. Individuals owning property or living within the limits of a jurisdiction with which the City of Walla Walla does not maintain a current agreement for library services will be subject to the payment of a non-resident library user fee.

The customer is responsible for all use made of the customer's library card. If a library card is lost or stolen, the library customer is responsible for all items charged to it until the loss is reported. Each library customer is responsible for informing the library of his/her current address.

To register for a library card, customers must provide their current local address, telephone number (if any), date of birth, e-mail (if any), and adult library customers must present documentation which links the customer's name to the customer's current street address. Parents or legal guardians are responsible for the accounts of their children under the age of 18 and must sign an application before a library card is issued in a child's name. The adult in whose name the library card is issued shall be responsible and liable for any and all fines, material replacement costs, or fees assessed against said card.

The following statement will be printed on the signature portion of the library card application:

I agree to follow the rules of the Walla Walla Public Library and to pay all costs and/or service charges for materials lost, damaged, or returned late. I understand that failure to follow library rules may result in suspension of my library privilege and/or referral to a collection agency. Library rules and library materials are governed and protected by state law and the Walla Walla Municipal Code (2.96).

If I am referred to a collection agency I will be charged an additional recovery fee. I understand and agree that if any court action regarding my account shall be in Walla Walla County and that, if a lawsuit is required, I will pay reasonable attorney's fees and costs.

Library cards may be issued to adults, juveniles, temporary residents, and library outreach customers. Library cards for adults and juveniles are valid for two years. Non-resident library cards may be valid for six months or one year from the date of issue. Library cards for temporary residents are valid for three months. Library cards for outreach customers are valid for one year.

The loan periods for library materials shall be in accordance with practices necessary for maximum public use and standard library practices. Adequate notice will be provided for any changes in loan period regulations.

Reasonable fees shall be established in the Walla Walla Municipal Code by ordinance passed by the Walla Walla City Council (2.96.020-2.96.030). Reminders to library customers regarding overdue materials is a courtesy service. Failure to receive such a reminder does not exempt the library customer from fees and fines. Failure to pay fees and/or fines or to return materials will result in the loss of borrowing privileges.

Adopted: September 13, 1995

Amended: March 21, 2001

Amended: August 16, 2006

Amended: March 9, 2016

Amended: January 11, 2017