



## **CIRCULATION POLICY NO. 13**

The Walla Walla Public Library provides free and equitable access to library materials and promotes maximum usage of library collections by all library customers.

Library accounts are free for individuals owning property or living within the limits of the City of Walla Walla and all students enrolled in the Walla Walla School District. Those living outside the city limits of Walla Walla may register for a library account but will be subject to the payment of a non-resident fee. Library customers who have a library account with a cooperating library system are eligible for a reciprocal card.

To register for a library account, customers must provide Photo ID and proof of address. If the identification does not list a current address, the customer will also provide a recent document that includes the customer's name and current address. Customers must provide their telephone number (if any), date of birth, and e-mail (if any.) Temporary library accounts, which limit the number of items a customer can check out, are available for customers without proof of address.

Minor children (under the age of 18) may register for a library account without a parent/legal guardian present. 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 account is registered in a child's name. The adult, in whose name the library card is registered to, shall be responsible and liable for any and all material replacement costs, or fees assessed against said account. In the event no parent or legal guardian is available to sign a library card application, a digital account and/or a temporary child account can be issued to minors 13 and older.

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

The customer is responsible for all use made of the customer's library account. Each library customer is responsible for informing the library of their current address and for notifying the library if a library card is lost or stolen.

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. Failure 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

Amended: August 19<sup>th</sup>, 2022

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