

WALLA WALLA COUNTY RURAL LIBRARY DISTRICT

CIRCULATION POLICY

The Walla Walla County Rural Library District provides free and equal access to library all materials. WWCRDL applies the same privileges, responsibilities, and fees to all District cardholders, no matter which library branch originally issued their library card. The District maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights as a WWCRDL cardholder.

1. Registration

Registering for a library card must be done in person. Exceptions can be made for people who are disabled and unable to come to the Library.

Applicants over 18 must supply photo identification or utility bill with a photo identification, and complete and sign the District's registration form. By signing the registration card, applicants certify that the information they provided is true and correct to the best of their knowledge and that they agree to obey all policies of the Walla Walla County Rural Library District.

A parent or guardian may obtain a library card for their children under the age of 18 by providing a valid form of identification and signing the registration form. Upon signing, the parent/guardian assumes responsibility for all materials and any fees incurred through the use of the child's card.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the District immediately to avoid unnecessary charges, and may be replaced for a fee. All lost cards will be marked inactive until replaced.

WWCRDL will not provide, verbally or in writing, a patron's library card number in lieu of replacing a lost card. Cards damaged by regular wear and tear may be replaced by the Library at no cost to the patron.

Cardholders are only allowed one WWCRDL card in their name. Upon application for a library card, the District will verify that the applicant does not already have a card. If the District finds that an applicant has a pre-existing WWCRDL account, the applicant must update the information on the account, take care of any outstanding fees, and pay a card replacement fee before a new card will be issued.

2. Borrowing Privileges & Responsibilities

Any cardholder, regardless of age, may borrow any circulating item in the Library's collection. Patrons are required to present their Walla Walla County Rural Library District card or photo ID when borrowing materials.

All cardholders reserve the right to have a receipt, printed by request, that lists the due dates for their items. Item due dates may also be accessed via the patron's email, online WWCRLD account, or by calling the District.

Borrowing privileges may be limited or rescinded if the cardholder has unpaid fees, or has violated the District's rules of conduct.

Loan periods and number of renewals are determined according to demand for the material, appropriateness of use, and value of the material.

3. Returning Items

All items owned by the Walla Walla County Rural Library District may be returned to any of the District's branches. Items may be returned via the book drop when a branch is closed.

4. Renewals

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed.

5. Overdue Notices

The Walla Walla County Rural Library District provides patrons with two overdue notices indicating that they have not returned an item: the first at 30 days overdue and the second at 60 days overdue.

6. Holds

Patrons of the Walla Walla County Rural Library District have access to the collections of all of the branches in the District. Patrons may request in person, by telephone, or online, that materials from other WWCRLD branches be delivered to their branch of choice. Patrons must have their library card or photo ID if placing the hold in person, or their card number and PIN if placing the hold online. If placing the hold by telephone, patrons must provide their card number; if the patron does not have the card number available they must provide their name and one additional identifier matching the information on their account (i.e. address, phone number, email, date of birth).

Items will be held for no more than one week after the patron has been notified of the availability of the item. If the patron fails to contact the District to make other arrangements or to cancel the hold, the hold will be suspended.

The District reserves the right to cancel holds that are older than 45 days and have not been fulfilled.

7. Interlibrary Loan (ILL)

Any registered cardholder in good standing may request materials not available in the WWCRLD catalog through the interlibrary loan (ILL) system. Patrons may be charged a fee for an ILL request if fulfilled by an academic library.

8. Library Card Expiration and Account Updating

So that the Walla Walla County Rural Library District can maintain accurate contact information of our patrons, District library cards for county residents are set to expire two years from the date of initial registration or the date of a card renewal. Student and non-resident cards are set to expire one year from date of initial registration. To renew the card in person, a patron must present their library card; to renew over the phone, a patron must relay their name and two additional identifiers matching the information on their account. The District reserves the right to request that a patron complete a new registration form.

Patrons who are missing their library cards must replace their card before the card can be renewed. When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently in the account, the patron's electronic record will be updated. Patrons may login to their online account to request updates to their personal information.

9. Confidentiality of Loans

The Walla Walla County Rural District complies with Washington State RCW 42.56.310, which states: "Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter."

Access to borrower information is restricted to authorized staff and to the borrower and their authorized users, with appropriate identification. Under no circumstances will a library staff member discuss a borrower's record of loans, holds, or renewals with anyone other than the borrower or with other library staff members to the extent necessary for efficient and effective service to the public.

10. Loan Periods

All books, magazines, and audio materials check out for three weeks.

All DVDs check out for one week.

There is a total check out limit of 30 items. 7 DVDs at one time.


There is a hold limit of 30 items.

There is a limit of 5 items that can be requested via interlibrary loan. Adopted August 1998

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Rhonda K. Gould, Executive Director


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