

Circulation Policy

rev. 06.2009 chb; rev. 05.19.2011 lm & chb; revision approved 03.18.2014 pfp; revision approved 10.04.2022 dmw; revision approved 3.21.2023

Eligibility

Library cards will be issued to any Wise County resident or to any person who works or attends school within Wise County. For proof of identity, a valid Texas photo ID with patron's current address is preferred; in lieu of a photo ID, two alternate forms of ID which together list their current address, proper name, and/or date of birth (e.g., a credit card, a piece of mail from a utility or government office, a social security card, a birth certificate, passport, etc.).

The process of obtaining a library card may begin online by filling out the appropriate online application or by visiting the front desk at Decatur Public Library.

Parents or guardians may acquire library cards for children under the age of 18 if:

- The child is present with them at the time of issuing a card, OR
- They provide some form of identification for the child at the time the card is issued. Acceptable forms of identification for minors are listed below.

Acceptable forms of Identification for Adults

- Government Issued Driver's License
- State Identification Card
- School Issued ID
- Passport
- Consular Card

Acceptable Forms of Identification for Minors

- Physical presence (when accompanied by their parent/guardian)
- Passport
- Birth Certificate
- Report Card/School Records (with photos)
- Photo ID

Acceptable Forms of Proof of Residency

- Any government issued Photo ID
- Voter Registration
- Utility Bill
- Lease or Mortgage
- Mail received within the last 30 days
- Report Cards/School Records (with photos)

Circulation Periods

The Decatur Public Library sets loan periods and loan limits to provide customers with fair and reasonable access to the library's resources. The Decatur Public Library sets limits on the length of time an individual can keep a specific type of material to distribute limited resources such as audio-visual materials in a fair way. The limit also reflects the fact that it takes more time to utilize some types of materials than others.



Definitions

- A loan period is the total number of hours, days, or weeks that one customer can keep a specific item.
- A loan limit is the total number of items of a specific type or total value that any one customer can have on loan at one time.

The following loan periods shall apply to the material loaned by the Decatur Public Library.

- Books and audiobooks may circulate for 21 days with a limit of 50 items per library card.
- DVDs circulate for 7 days with a limit of 4 per adult cardholder.
- DVDs may be checked out on a minor's card, only with express permission from a parent/guardian.
- All Decatur library materials may be renewed up to two times for a total of nine weeks if not on hold for another patron. Items may be renewed in person, by telephone or online.
- Items on hold may not be renewed.
- Any technology or Library of Things material may be borrowed for a period of two weeks. These items may be renewed if not on hold for another patron.

Confidentiality

Library records which contain the names or other personally identifying details regarding library users shall be confidential and shall not be made available to anyone except and unless a court order in a criminal proceeding is issued. (See Confidentiality policy)

Fine, Fees, and Penalties for Materials

DPL is a fine free library, but there will be charges for lost or damaged items. Patrons will not be charged daily fines on materials, although charges may display on the patrons account until the item is returned and checked in at the library. Items not returned by the due date will be considered lost and library account holders will be assessed the replacement cost of the item.

Fees can be waived at the discretion of the library director or appointed staff.

Interlibrary Loan

Interlibrary loan services are available to provide library account holders with materials not currently available in the library. Due dates and conditions for use are set by the lending library and will be honored by the borrower.

Holds

All library materials available for checkout may be placed on hold. Items placed on hold are held for ten days after they become available. The account holder will be notified that the hold is available. If an account holder does not pick up a hold within the hold period, the item will be removed from hold status.