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Using Your Library Card [1]

Checking Out

- Adults (18 and over) and Young Adults (15-17) may check out any 15 items. Children (up to age 15) may check out any 10 items.
- In addition, there are limitations on certain materials, i.e., ten (10) audio books, language kits, or CDs, and only five (5) DVDs or videos may be checked out per card.

Loan Periods

All items (except reference materials) may be checked out for 3 weeks. Reference materials include reference books, newspapers, magazines and microfilm and may not be checked out.

Renewals

All Wichita Falls Public Library materials may be renewed up to two (2) times. Each renewal will give you an extra week.You can renew materials by computer [2], by phone (940-767-0868, ext 4221 or Telecirc 940-720-6624), or in person. If another patron has requested the title, you cannot renew the item. If the item is overdue, you cannot renew the title. Interlibrary Loan materials generally may not be renewed. Be sure to check all family cards when renewing.

Overdue Fines and Fees

The library charges 15¢ per item per day for all overdue materials. The maximum fine is equal to the price of the item. There is a 5-day grace period which should enable you to return your items without incurring overdue charges. Patrons may not use their library card to check out materials or to use the library's computers if fines exceed $5.00.

What happens if your items are?

11 days overdue?
The library contacts you by email, phone, or mail.

33 days overdue?

The library contacts you by email, phone, or mail.

45 days overdue?
Item(s) set to Lost and your account is billed for the price of the item(s) + $15.00 processing per item. The library sends you a notice.

60 days overdue?
The library forwards any unresolved accounts over $25.00 to Unique National Collections (UNC), a library materials recovery agency. A $10.00 service fee is added to your account.

187 days overdue?
UNC reports your overdue account to a credit bureau and your account is turned over to the Wichita Falls Municipal Court. Patrons are held responsible for court costs from Municipal Court in addition to the library?s fines. If you receive a summons from Municipal Court [3], you need to come to the Library immediately to return the overdue item(s) and pay overdue fines -- or pay lost charges if the item(s) cannot be located. Keep your receipt to take to court. You will still need to appear at Municipal Court at 611 Bluff (phone 940-761-7880) on or before your court date and pay any fines or fees that the court assesses. Please call the Library at 940-767-0868, ext 4225 if you have additional questions. Return materials on time to avoid this costly mistake!

You are responsible for missing cases, barcodes, and bags at the following prices:

- Cases : DVDs - $2.00, CDs - $1.50, Videos - $2.00, Audiobooks (1 to 6 cassette case) - $6.00. Audiobooks (8-16 cassette case) - $8.00, Audiobooks (single case) $1.00
- Barcodes: $1.00 (missing or marked on)
- Labels: $1.00 (missing or marked on)
- Hanging bags : $1.40
- Fees for damaged materials that can be repaired and/or still circulated (i.e. torn pages, crayon marks) are determined on an individual basis. At the discretion of the library, a repair or rebinding cost may be charged for damaged items that can be repaired.

Lost and Damaged Items

The fee for lost items (or items damaged beyond repair) is the price of the item plus a nonrefundable $15.00 processing fee ($5.00 if the item is a mass market paperback). The library does not accept replacement copies. If the item is found within three months and returned in usable condition, the replacement cost may be refunded by check from the City of Wichita Falls Finance Dept.

Wichita Falls Public Library
600 11th Street
Wichita Falls, TX 76301-4604
940-767-0868, Telecirc Automated Renewals 940-720-6624

Mon-Wed 9-8, Th 9-5:30, Fr 9-5, Sat 10-2:30

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