Wesley College Circulation and Fines Policy

Overview
Robert H. Parker Library is committed to providing an environment which supports and encourages learning and research by students, staff and faculty members. We do this in part with our physical collection of books and videos, so loaning and maintaining this collection are critical parts of our operations.

Library Cards
- Parker Library cards may be obtained by students, staff, and faculty of the college.
- Parker Library staff will accept government issued identification and/or Wesley College identification from members of the community who have forgotten their library cards.
- Cards will be reissued at no charge for patrons who have misplaced their Parker Library cards.
- Wesley also accepts patrons with cards from other libraries in the Delaware Library Catalog.

Community Member Borrowing
- Books circulate for 28 days.
- Reserve books are for in library use only, and may be used for 6 hours.
- Reserve videos circulate for one day.
- Reference books and journals do not circulate.
- Videos circulate for 7 days.
- Board games circulate for 7 days.
- Items from other libraries circulate based on the policies of the lending libraries.
- No patron may check out books for another patron without express permission from the library director.

Holding or Retrieving Items for Wesley Community Members
- Library staff will not retrieve items from the stacks for call in or walk in patrons, unless a disability or injury prevents that patron from going to the stacks.
- Library staff will not retrieve items from the stacks to fill holds for Wesley patrons, unless a disability or injury prevents that patron from going to the stacks.
- Items brought to the circulation desk which cannot be checked out at that time, will be held for 24 hours.
- Items that are purchased at the request of a member of the community will be held for 7 days before being put into circulation.
**Renewals**
- Renewals may be obtained in person, by phone, or online.
- Renewals of Wesley books are for an additional 28 days.
- Renewals of Wesley videos are for an additional 7 days.
- Renewals of Wesley board games are for an additional 1 day.
- Items renewed after their due date will accrue a fine for each day between the original due date and the renewal.
- Renewals of items from other libraries are based on the policies of the lending libraries.

**Fines**
- Community members will be notified of fines by email.
- Fines for overdue books accrue at the rate of 10¢ a day.
- Fines for reserve items not returned the same day they are checked out are $2 a day.
- Items from other libraries (outside our consortium) accrue fines based on the policies of the lending libraries.

**Payment of Fines**
- Any patron who accrues $5 or more in fines may not borrow anything else until the fine is paid.
- Fines must be paid in cash in person at the circulation desk in the Parker Library.
- Wesley accepts payments of fines generated by any library in the Delaware Library Catalog.

**Items Lost or Damaged by Patrons**
- Items not returned for 6 months after the due date are automatically assumed to be lost.
- Lost or damaged Wesley items must be paid for or replaced.
  - Replacement costs will be based on the cost of a new, if available, or Very Good quality item. There will be an additional $5 processing fee.
  - Patrons may choose to obtain a replacement copy of the lost or damaged item instead of paying the fine.
- Lost or damaged items from other libraries must be paid for following the policies of the lending libraries. Payment for lost or damaged items is returned to the lending library.

Exceptions may be made on occasion, but only at the discretion of the Director of the Robert H. Parker Library.

**Policy Adopted:** 11/14/14; Amended 2/7/17