



Lake Wales Public Library Circulation Policy

Library Membership

Library membership:

- Own or rent business or residential property within Polk County, Florida or;
- Possess a valid public library card, (in good standing), from any of the eligible libraries in the Tampa Bay Library Consortium reciprocal borrowing cooperative, or Osceola County Library System or; Possess a current student identification, or a current validated registration, from any Florida institution of higher learning or technical school
- PLUS Account (aka Polk County Student card):
 - All Polk County and select Charter school students are automatically enrolled with a PLUS library account for free year-long access to library resources.
 - Borrow up to 5 books from all 15 public libraries in Polk County, and the PCLC Bookmobile, or use home delivery through Books by Mail.
- A child, through age 13 must be accompanied by a parent or legal guardian to register for a new library card. The parent or legal guardian must provide photo identification with their correct physical address, (or see below).
 - New applicants must possess photo identification with their correct physical address. If the correct physical address is not verifiable or listed on the photo identification the following items will be accepted to verify residence:
 - Any bill, invoice, or government-issued document that includes the name and physical address of the applicant;
 - Current student identification;
 - Verification of property ownership from polkpa.org.
- The parent or legal guardian must sign as the responsible party for all fees including the replacement cost of lost or damaged library materials.



Library Card Benefits:

- There is no limit to the number of items that may be checked out by a patron.
- As a member of the Polk County Library Cooperative Lake Wales Library, cards may be used at any Polk County Library.
- **Library cards are valid for 3 years.** To renew, just stop into any Polk County Library and provide your current address, phone number, and email address.
- Access to library computers.
- Reciprocal borrowing privileges.
- Reserve and renew materials
- Download ebooks, music, and movies
- Access our online databases from home
- Books by Mail delivery service

Circulation of Materials

- The normal lending period for all materials is two weeks. Items will automatically renew for two additional lending periods or six weeks. If there are holds on the title no renewals or extensions of lending time are allowed.
- Patrons aged 12 through 16 may not borrow movies rated R. Patrons may be required to present a photo identification confirming their age.
- Requested materials are held at the Lake Wales Public Library's Main Desk for 7 days, (excludes Sundays), from the time the patron is notified by telephone, answering machine, cellular phone, email, or text. If the held item is not picked up within 7 days, the item is placed back in circulation.
- The Lake Wales Public Library circulates passes for services provided by Bok Tower Gardens. The Garden Lane Pass provides access to their facilities and services via one-week passes lent to adult borrowers in good standing. The terms of lending will be reviewed with patrons when they request the pass. Patrons who do not return passes within 10 days of borrowing will be blocked from borrowing passes for six months.



Fees:

Damaged Materials	<p>The replacement cost of library materials is charged if items are returned damaged beyond the repair expertise of trained library staff.</p> <p>Lost or damaged library materials requested from another library through the Lake Wales Public Library are due and payable to the lending library.</p> <p>Full replacement cost of the item plus a \$2.00 processing charge</p>
Fees in excess of \$10.00	<p>Patrons that owe fees in excess of \$10.00 may not be allowed to use some of the library services including borrowing library materials from any PCLC locations. Patrons that fall in this category may use a free Guest Pass.</p>
Guest pass	Free (no check-outs allowed)
Library Card (out-of-county)	\$50.00 (annually)
Lost Materials	After 45 days, the full replacement cost
Notary Public Services	\$5.00 per stamp/signature
Photocopies and prints	.20 cents per page
Replacement card fee	\$1.00
Temporary Library Card (1 month or less)	A \$35.00 refundable deposit (a maximum of 4 items may be borrowed) and a local Polk County address, along with a photo ID, are required to register.

1. Upon receipt of payment for lost materials, a receipt will be provided to the patron; if the material is returned to the Lake Wales Public Library within 30 days of the payment a request for a refund, less a \$2 processing fee will be submitted to the City of Lake Wales' Finance Department for payment. There is no refund after 30 days from the date of payment.



2. Lost or damaged library materials requested from another library through the Lake Wales Public Library are due and payable to the owning/lending library. Borrowing privileges at the Lake Wales Public Library are suspended until any lost or damaged items noted on the patron's library record are cleared regardless of the Polk County Library Cooperative site sustaining the loss. Payments can be made with cash at the Lake Wales Public Library.

Confidentiality of Borrower Records

Confidentiality of patron circulation records is maintained in accordance with [Florida Statutes, Chapter 257.261](#).