

Unger Memorial Library

Policies & Procedures

Library (Borrowers') Cards

(July 30, 1990; rev. May 8, 2007; October 11, 2016)

Borrowers' cards are available at no charge for the first card made. Borrowers' cards must be received in the mail before they are validated. No materials can be checked out until the card is received in the mail. Generally, borrowers' cards will be mailed out from the library on the business day following application. There will be a \$5 charge to make a replacement library card; however, materials may be checked out immediately upon payment of the replacement fee rather than having to wait until the replacement card is received in the mail.

A valid Texas Driver's License, Texas Department of Public Safety ID, or Wayland Baptist University student or faculty ID are the preferred forms of identification and must be presented to the library staff when making application for a borrower's card. Any other form of identification must be approved by the librarian. All applicants will be given a copy of the library's information sheet (when available) at the time of application.

Borrowers under 18 years old must have a parent or guardian sign a statement indicating that he (the parent or guardian) will assume fiscal responsibility for all materials borrowed on that card. Borrowing privileges of family members within the same household are linked together. If the borrowing privileges of one member are blocked due to accumulated fines or fees, the borrowing privileges of another member will also be blocked until all fines are paid.

At the time of application a photograph will be taken of the applicant for internal use in verifying that the person is using his own card.

A borrower's card must be presented for all borrowing transactions, including renewals. There will be no telephone renewals. The library catalog software allows one online renewal. The library users can access their accounts by going to the library's webpage and clicking on "Catalog" tab. Once logged in in the user's account, a patron can click on "My Account" tab and renew materials one time.

Patrons are responsible for all materials checked out on their borrowers' cards and will need to sign a statement to that effect upon application. Library staff is not responsible for fraudulent use of a borrower's card.

Lost or stolen cards should be reported to the library staff as soon as possible so that we can void cards to prevent their future use.

No library materials may be borrowed while a patron has overdue materials or unpaid fines showing on his card. We will update our borrowers' files periodically and may request identification at time of checkout during these record-updating periods.