

# Alexandria-Monroe Public Library

## Circulation Policy

The Alexandria-Monroe Public Library, as a member of the Evergreen Indiana Library Consortium, circulates library materials in accordance with the following policy:

Members of the Evergreen Indiana Library Consortium will operate under uniform circulation policies and procedures. This is a condition of participation in the consortium pursuant to the Evergreen Indiana Membership Agreement and the Evergreen Indiana Executive Committee.

The vision of the Evergreen Indiana Library Consortium includes as a fundamental tenet the ability of library patrons to see and borrow library materials from all participating Evergreen Indiana Libraries. This goal of maximum access for patrons is tempered by the nature of the materials themselves and the logistics of moving materials among the libraries. Member libraries have agreed that Evergreen Indiana membership will not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

The Evergreen Indiana Circulation Policy is implemented by the Evergreen Indiana Circulation Procedures. The Evergreen Indiana Circulation Policy and the Evergreen Indiana Circulation Procedures represent the decisions of the Executive Committee. Some policies and procedures may remain under local control, varying with the specific situation of each library, library district or library system.

### **EVERGREEN INDIANA LIBRARY CARD**

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Patrons of the Evergreen Indiana Consortium libraries shall receive an Evergreen Indiana library card subject to certain limitations (*see below*, Loss of Privileges). Evergreen Indiana library cards are not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

### **How to Obtain an Evergreen Indiana Library Card**

Residents of Indiana presenting Proper Identification (*see below* for definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive an Evergreen Indiana "resident" library card.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower or township contract user subject to the laws and regulations covering these types of cards. Non-resident cards and PLAC cards are issued to those individuals residing outside the library district who purchase library cards with full access to library materials and services. All other card holders, temporary, student, computer usage and reciprocal borrower cards are given limited access to services and materials

Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (*see below* for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Signing an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their library to report a lost or stolen library card.

A parent or legal guardian showing proper identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A parent or guardian may request a "limited access" card which prevents the user from checking out "r-rated" audio-visual materials.

Proper identification must be presented to apply for an Evergreen Indiana library card. Proper identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address; or
- a current government issued photo ID.

If the presented Proper Identification does not display a current address, the applicant must present one item from the accepted proof of residency documents in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Approved List must include a current address.

Accepted Proof of Residency Documents:

- valid voter registration card,
- valid current government issued ID (e.g., military ID, passport),
- offer change of address confirmation from the US Postal Service,
- mail with a computer generated address or shipping label postmarked within the last 30 days,
- official correspondence from a federal, state or local government agency dated within the last 30 days,
- bank statement issued within the last 30 days,
- utility bill issued within the last 30 days, or
- property tax receipt.

The charge for a replacement Evergreen Indiana library card is two dollars (\$2.00). Proper identification must be presented to obtain a replacement library card.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Approved List of ID which displays a current address.

Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

#### **RECIPROCAL BORROWER CARDS**

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

At present, the Alexandria-Monroe Public Library is part of the statewide reciprocal borrowing covenant. For a list of member libraries, [click here](#).

The library reserves the right to verify any reciprocal borrower's standing with his home library.

### NONRESIDENT BORROWER CARDS

Individuals who reside in an area where no library tax is levied to support a public library may apply for a nonresident card. Nonresident cards are available for a fee and expire one year from date of issue. Nonresident borrowers enjoy full privileges of the Evergreen Indiana Consortium.

### PUBLIC LIBRARY ACCESS CARD (PLAC)

The Public Library Access Card (PLAC) is the name for the statewide library card. The PLAC program allows an individual to borrow materials directly from any public library in Indiana. An individual who holds a valid public library card may obtain a PLAC. Public Library Access Cards are available for a fee as determined by Indiana Code [\(Indiana Code 4-23-7.1-5.10\)](#) and expire one year from date of issue.

### BORROWING PRIVILEGES

A patron must present a card in good standing to borrow materials.

In most cases, a maximum of 100 items may be charged simultaneously on an Evergreen Indiana library card. There is a maximum limit of 10 DVDs, 10 videos, 6 art and 3 gaming software items per Evergreen Indiana library card. The 100 item, 10 DVDs, 10 videos, 6 art and 1 gaming software limits are calculated at the consortium level and not at the library level.

If a patron *forgets their Evergreen Indiana card*, they should:

- Return to the library after retrieving their library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card for two dollars (\$2). (See procedures above for issuing replacement library card.)
- *Home patrons of the Alexandria-Monroe Public Library may use a valid Indiana driver's license or Indiana State issued id in lieu of a library card at this location only.*

### CHILDREN AND ADULT MATERIALS

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort is made to place materials in the appropriate collection. However, parents should understand that books and other materials from the adult and the young adult collections are readily available to children. Many of these materials contain mature language, images, and themes or depict adult situations. **AS A RESULT, THE LIBRARY MAINTAINS THAT IT IS THE SOLE RESPONSIBILITY OF PARENTS, GUARDIANS, OR CARE GIVERS TO MONITOR WHAT CONTENT AND/OR MATERIALS THEIR CHILDREN ACCESS OR BORROW FROM THE LIBRARY.** As such, library staff will not prohibit minors from accessing or borrowing such materials.

### LOSS OF PRIVILEGES

A patron's access to materials may be limited due to overdue materials or fines and fees. A patron's card will be blocked, and no services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. A patron may also be "barred" if circumstances warrant.

### LOAN PERIODS

Regular circulation periods for Library materials are:

Loan Period	Materials
21 days	General books and audiobooks
14 days	New Adult Fiction & New Adult Non-Fiction

7 days	DVDs, blu-rays, video games, music CDs
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Reference materials, local history materials, newspapers, microfilms, and current periodicals do not circulate.

#### **RENEWALS**

Renewal requests may be made in person, online, by phone or via text message. Patrons may also renew their items via the OPAC "*My Account*" feature.

Most item types have a maximum renewal of one (1) renewal. Books from the general collection have a maximum renewal of two (2) renewals.

Patrons may not check-in items that have reached their renewal limit and then check them out again. Items that are returned must be reshelved before they are available for circulation.

Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

#### **FINES/FEES**

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item.

Library drop boxes are emptied at 8:00am each business day. There is no overdue charge on items left in drop boxes before 8:00am of the next business day after the due date printed on the checkout receipt.

#### **OVERDUE NOTICES**

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Patrons who provide an email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due.

Notices of overdue items will also be sent via email and U.S. First Class mail 14 and 28 days after the due date. A final notice, which declares the items "LOST" and assesses the replacement cost of the overdue materials and related costs, including collection costs and a \$10.00 per item processing fee, will be sent via U.S. First Class mail 45 days after the due date.

#### **PAYING FINES/FEES**

Evergreen Indiana library fines and fees shall be paid at the billing library. Patrons may pay all or a portion of overdue fines. A patron's record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if related group or family member cards are "blocked".

#### **DAMAGED ITEMS**

Library materials are expected to be returned in reasonably the same condition as when they left. Patrons are urged to exercise reasonable care in using library materials. Patrons are fully responsible for any damage or loss of materials checked out to them. Once a damaged item is paid for, the patron may elect to keep the item.

Patrons will not be charged for damage to materials sustained as a result of normal usage and when reasonable care was exercised when utilizing library materials.

## **LOST ITEMS**

Overdue items will be considered "LOST" if not returned within 45 days of the due date. A final notice, which declares the items "LOST" and assesses the replacement cost of the overdue materials and related costs, including any applicable collection costs and a \$3.00 per item processing fee, will be sent via U.S. First Class mail 45 days after the due date. A patron may inform library staff that an item is "LOST" before it reached the 45<sup>th</sup> day overdue. The price of the item, plus a processing fee of \$3.00 per item, will be assessed to the patron's card. Other Evergreen Indiana libraries may assess up to \$10.00 per item processing fee for the replacement of lost or damaged materials.

A patron may inform library staff that an item is "LOST." The price of the item and any outstanding fines and fees, plus a processing fee of \$3.00 per item, will be assessed to the patron's card. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines.

Patrons do not have the option of replacing lost or damaged items through independent purchase.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services will be added to the patron's record.

## **RECOVERING LOST ITEMS AND REFUNDING PAYMENT**

No refund will be given to a patron for a "LOST" item for which a patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

## **HOLDS AND INTRA-EVERGREEN INDIANA LENDING**

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana loans on the following item categories:

- Art
- Bestsellers
- New Books
  - CDs
  - DVDs
  - ILL
- Equipment
- Media
- Realia (toys, puzzles, etc.)
  - Reference
  - Software
- Software - Gaming
- Talking Books

Although holds may not be placed on the above materials by a non-local patron, these items *may* be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

In addition, a library may place a six-month age protection for new items. This means that no holds that would generate Intra-Evergreen Indiana loans may be placed on new items until the owning library has held such item in its collection for six months. Local patrons may place holds on such items.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are “blocked” or “barred” will not be allowed to place holds until their card privileges are restored.

**MY ACCOUNT**

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

At their first use of the *My Account* feature of the OPAC, patrons will be prompted to change the PIN to a minimum 7-character password. Patrons may also choose to select a user name to use in place of the library card barcode when accessing *My Account*. User names must be unique within the Evergreen Indiana system. Patrons may change user name, password, and email address with *My Account* at any time.

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