

NWCPL Circulation Policy

Mission Statement

Our mission is to add quality to people's lives through promoting literacy and creativity, supporting lifelong learning, and building connections in the community.

Access to Materials

The North Webster Community Public Library does not restrict access to any materials in the collections on the basis of a person's color, religion, national origin, socioeconomic status, sex, age, or place of residence. Free access to the total library is essential to full public library service for the whole community.

Some irreplaceable and/or expensive items may be kept in special shelving for security reasons. Arrangements may be made with library staff to view or copy material in compliance with library and copyright policies.

The library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

Anyone wishing to use materials "in-house" may do so and at no charge.

The library staff must not be expected to act in loco parentis by parents who wish to limit the material accessed by their own minor children. Parents who wish to limit their own children's materials should accompany the children to the library to supervise the borrowing process. Parents/guardians should not rely on the library staff for such supervision.

Confidentiality of Records

By Indiana law (IC 5-14-3-4(b)(16)(A), all records relating to library patrons and their use of library materials and services are confidential. Library staff members are not authorized to disclose such records to a third party. However, the parent or guardian of an unemancipated minor, age seventeen (17) or under may have access to the records of their child or ward.

The library takes seriously its obligation to protect the privacy of every patron, as required by law. This commitment to patrons' privacy may cause inconvenience on occasion; however, this is a small price to pay for the assurance that an individual's reading preferences and use of the library will remain exclusively his or her own business.

The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law

relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Borrowers

A borrower is responsible for all materials checked out on that card. Lost or stolen library cards must be reported to library staff as soon as possible. Patrons are responsible for notifying the library staff of any changes in name, address, phone, email, or legal status.

Borrowers should present their library card when checking out materials. If a borrower does not present a library card, library staff may accept alternate forms of identification.

Tippecanoe Township Residents

An Indiana resident that resides in or pays real property taxes on property owned in the library's service area (the "library district") is eligible to receive an Evergreen Indiana library card. Tippecanoe Township residents age 18 or over must show a valid Indiana Driver's License or Government issued photo ID indicating current address. A bill or lease may also be used to show current address.

Tippecanoe Township residents under age 18 may obtain a card with a parent or guardian signature on the library card registration. The parent or guardian accompanying the child must show a valid Indiana Driver's License or Government issued photo ID bearing both name and current address. The guardian or parent who signs the registration is responsible for any overdue, lost, or damaged materials.

Staff of public and non-public schools located wholly or partially within Tippecanoe Township may also obtain a free library card.

Fee Card

Non-residents who live outside Tippecanoe Township must purchase an annual card that expires one year from date of purchase. Cost of the card is determined by State law. **A 3-month non-resident library card can also be purchased for ¼ the annual cost [setting the expiration date for 3 months plus 3 weeks].** Patrons not living in a taxed library district who want to use any other Indiana public libraries in addition to the North Webster Public Library must purchase both a fee card and a PLAC card.

Non-residents age 18 or over as listed below must show a valid Indiana Driver's License or Government issued photo ID indicating current address. Non-residents under age 18 may obtain a library card with a parent or guardian signature on the library card registration. The parent or guardian accompanying the child must show a valid Indiana Driver's License or Government issued photo ID bearing both name and current address. The guardian or parent who signs the registration is responsible for any overdue, lost, or damaged materials.

A child receiving foster care services and living in the township or school district is eligible to obtain a nonresident library card. Limited Access Cards

These are library cards available that limit access to R-rated audiovisual materials.

PLAC

The state of Indiana has instituted a Public Library Access Card (PLAC), which enables card holders to check out materials from any public library in Indiana. The PLAC fee is determined annually by the Indiana State Library and is valid for one year from date of purchase.

Card Replacement

Lost library cards will be replaced for \$2.00. Once a replacement card is issued, previous library cards are invalid and may no longer be used.

Renewing Cards

In order to keep patron records current, resident borrower cards must be renewed and re-verified every two years and non-resident cards every year.

Loan Periods and Limits

Library materials will circulate for 21 or 7 days.

21 days:

- Books
- Music CD's
- Books on r CD
- Magazines

7 days:

- DVD's

- Book Buddy Kits

Most Local History Collection materials do not circulate.

Due dates for materials are stamped on the material at checkout. A printed receipt of materials with the due date is available upon request.

Limits on items that may be checked out:

Total number of items: 100 (Includes items from other Evergreen Indiana Libraries)
DVDs 10

Homebound

Individuals who are homebound and unable to visit the library may request materials delivered to their home through Outreach Services.

Reserving Materials

All materials at the library are available to all library patrons. Patrons with a valid library card may request any circulating library material that is “on order” or owned by the library. When the material becomes available, staff will notify the patron. The item will be placed on the hold shelf for seven days from notification. New DVDs will be held for 3 days. Patrons should notify staff if they no longer need a requested item. System-wide, up to thirty holds may be placed on allowable items from the Evergreen Indiana Libraries.

Renewing Materials

Books, periodicals, and audio books will be automatically renewed 2 times and DVDs 1 time if there is not a hold on the material. Patrons may also check on renewals in the library at the circulation desk, by telephone, by email, or online from the library website or through the EI app...

Returning Materials

Patrons are held responsible for any item returned elsewhere, and library staff is not responsible for retrieving any improperly returned material.

A Book drop at the entrance to the library is available for convenience in returning library materials during hours when the library is not open. Patrons must not leave materials outside the library if the drop is full. Non-library materials left in the drop are considered donations.

Fines and Fees

There are no overdue fines for books, DVDs, CDs, audiobooks, etc. However due to the limited number of hotspots, a fine of \$5/day will be charged for those that are overdue.

Loss of Privileges

A patron’s card will be “blocked” from receiving services, if the patron has 15 or more overdue items, or owes \$10 or more in fees. Outreach patrons will not be blocked until they have 50 or more items overdue. A patron’s card may be “blocked” if related group or family member cards are “blocked.” A patron may also be “barred” if circumstances warrant.

Lost/Damaged Materials Fees

The library assumes no liability whatsoever for equipment damage that could result from the use of borrowed audiovisual materials.

Borrowers are responsible for reporting damaged materials before check-out or during the loan period. If materials are lost or returned damaged beyond repair, the patron will be charged the replacement cost of the material. Replacement cost of materials borrowed from interlibrary loan or through other Evergreen libraries will be the replacement cost of the material plus a processing fee of \$10.00.

Refunds

No refunds will be given for materials that have been lost and paid for. Library customers may keep any found materials that have been paid for.

Fax

Fax service is available at the library during library hours.

Charge: \$.50/ a page for both incoming and outgoing faxes

Photocopies and Computer Printouts.

The library offers photocopying. Library staff may assist patrons in photocopying materials. Cost for photocopies is \$.10 for B&W copies and \$.25 for color; \$.15 is charged for double-sided copies.

Payment of fines and fees

Most items at NWCPL are fine free. However items provided from other libraries may not be fine free and NWCPL will collect overdue fines on those materials. Payment of fines and fees must be made with United States currency, money order, or by a personal check made out to “North Webster Community Public Library” for the exact amount owed. Patrons writing checks must produce a valid ID and provide a current telephone number.

Insufficient funds

If a check is returned to the library due to insufficient funds, the library will send a letter notifying the patron of the situation, and a \$20 charge will be added to the patron’s account. If the patron has not taken care of the outstanding balance within 10 days, the information will be turned over to the Prosecutor's Office.

Bankruptcy

In accordance with 11 U.S.C. 523 (a) (7), fines and other overdue charges for borrowers who file bankruptcy are not forgiven since the library is a government agency. The borrower must pay all fines and charges down to under \$10 before they can use their library card again.

Notices

The library will make a reasonable attempt to notify patrons of overdue material and excessive fines. Customers with current Email addresses will receive the following Email notices:

- Pre-notice sent 3 days prior to the due date
- Notice sent on the day the item is due
- Notice sent 14 days after an item is due
- Notice sent 28 days after an item is due

Customers who do NOT have an Email address OR do not keep their Email address current in the library’s records will only receive the following notices:

- Overdue notices will be mailed when the item[s] is 14 days overdue. □ A second notice will be sent 28 days after the item[s] is due.

Material Requests

Patrons may request or recommend materials for the library collection. The library will decide whether the material is appropriate for the community’s needs.

Hold and Intra-Evergreen Indiana Lending

With the exception of reference and special collections, holds may be placed on most items in any Evergreen Indiana library. Patrons may have up to 30 holds in the system. Patrons have one week after the hold is filled to pick up the item. Patrons have 3 days to pick up a new DVD on hold. Some member libraries may impose a fee for failure to pick up a hold. Patrons may place their own holds via the website or the EI app, and may select their pickup location and notification method.

My Account

Upon registering for an Evergreen Indiana library card, patrons will be given a PIN, which is required to access a patron's online account. PINs will only be given in person upon presentation of identification. PINs may not be obtained via telephone or email.

Interlibrary Loan

If an item is not available in an Evergreen library, Library staff will use interlibrary loan to attempt to borrow materials requested by patrons. Interlibrary loan service is available to library users with valid cards in good standing.

Loan periods, set by the lending library, will vary. Replacement charges will vary according to the lending library.