



Evergreen Indiana Circulation Policy

Members of the Evergreen Indiana Library Consortium agreed to operate under uniform circulation policies and procedures pursuant to the terms of the Evergreen Indiana Membership Agreement.

The vision of the Evergreen Indiana Library Consortium includes as a fundamental objective the ability of library patrons to see and borrow library materials from all participating Evergreen Indiana Libraries. In some instances, this objective may be 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 Evergreen Indiana Library Consortium. Some policies and procedures 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 presenting the proper identification are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations (see below, Loss of Privileges). An Evergreen Indiana library card is not transferable to another user.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may be able to 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 privileges may be suspended at any time without notice.

Who is Eligible to Receive an Evergreen Indiana Library Card?

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. An Indiana resident 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, student or township contract user subject to the laws and regulations covering these types of cards.

How to Obtain an Evergreen Indiana Library Card?

An applicant for an Evergreen Indiana library card must present the required proper identification in person at the Evergreen Indiana member library that will issue the library card. Patrons should check with the library to learn what documents to bring to the library to obtain a library card.

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.

How to Obtain an Evergreen Indiana Library Card for a Minor Child

A parent or legal guardian showing proper identification may register a minor child for an Evergreen Indiana library card. The minor should be present when the Evergreen Indiana library card is issued. 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 print materials, videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to these materials 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.

When does the Evergreen Indiana Card need to be Renewed?

Resident and Outreach cards are valid for two years. Nonresident and Reciprocal Borrower are valid for one year. Student, Temporary, Computer Usage, PLAC and in some cases, Reciprocal Borrower, card expiration dates are set by the issuing library and may be less than one year.

Lost or Replacement Cards

Patrons will be charged an amount set forth in the Evergreen Indiana Circulation Procedures for a replacement Evergreen Indiana library card. Proper identification must be presented to obtain a replacement library card.

Change of Address

A patron will be asked to provide identification and proof of current address when requesting an address change on his or her account record. Patrons are encouraged to pay all fines and fees prior to moving to a new library district.

Borrowing Privileges and Limits

A patron must present a card in good standing to borrow materials. A maximum of 100 items may be outstanding on an Evergreen Indiana library card. An Evergreen Indiana library card has additional item limits of: 10 DVDs, 10 videos, 6 art and 1 gaming software items.

If a patron *forgets his or her Evergreen Indiana card*, he or she should:

- Return to the library after retrieving the library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card. (See procedures above for issuing replacement library card.)

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 unpaid fines and/or 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.

Renewals

Renewal requests may be made in person, online or by phone. Patrons may also renew their items via the OPAC "My Account" feature. Certain materials are not eligible for renewal.

Fines/Fees

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines to support the timely return of materials on the date due. Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item.

Overdue Notices

Overdue notices are sent via email and/or U.S. First Class mail as a courtesy by 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.

Paying Fines and Fees

Evergreen Indiana library fines and fees must 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

Lost Items

A patron may inform library staff that an item is "Lost." The replacement cost of the item, the outstanding fines and a processing fee of \$10.00 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.

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 also 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. Fines, fees and third party collection fees are not refundable.

Holds 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 20 holds in the system. Patrons have one week after the hold is filled to pick up the item. Some member libraries may impose a fee for failure to pick up a hold.

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.

In most cases, the patron placing the hold is the only individual who may pick up the item when it arrives at the pickup location. Some member libraries may allow patrons to have their items picked up by a designee with advance notice and arrangements. Contact your local library if you wish it use this option.

My Account

Patrons will be given a PIN upon registering for an Evergreen Indiana library card. PINs will only be given in person upon presentation of identification. PINs may not be obtained via telephone or email.

Adopted by the Evergreen Indiana Executive Committee on: December 8, 2009