

# Circulation

South Whitley Community Public Library is a member of the Evergreen Indiana consortium. All Evergreen libraries adhere to the policies set forth by the consortium.

## Cards

**Library cards** are issued to residents or real property owners of Cleveland and Richland townships and the towns of South Whitley and Larwill. At the time of application, residents must show a photo ID with name and current address. If the photo ID does not have a current address, other acceptable forms of identification may be used with the photo ID. These may include the current utility bill with applicant's name and address, and/or a dated rental agreement. Applications for patrons under the age of 18 must be signed by a parent or guardian.

**Public Library Access Cards (PLAC)** – South Whitley library cards will be issued to non-residents who are in good standing at their home libraries and have purchased an Indiana Public Library Access Card (PLAC). These cards may be purchased at the home library or at SWCPL. PLAC cards are valid for one year from the date of purchase. The fee for PLAC cards is set by the Indiana State Library and may be changed annually.

**Non-resident Cards** – Patrons who live outside the library's taxing district may purchase non-resident cards that are valid for one year. The cost of a non-resident card is based on a formula created by the Indiana State Library and reflects the cost of supplying services to the residents of the served area. The fee may change annually as determined by the library board.

**Whitko Cards** – Students residing in the Whitko Community School Corporation district are eligible for library cards. A parent's or guardian's signature is required. Cards may also be given to school corporation employees who present Whitko school identification.

**Homeschool Students** – Students who do not attend public school and do not live in the library's served area but live within the Whitko Community School Corporation district are entitled to a library card.

**Probationary Period** – All new card holders are subject to a 90-day probationary period. During this period, new patrons are allowed to check out only a limited number of materials. Checkouts will be limited to five print materials and one DVD. Audiobooks, hotspots or other materials may not be checked out until after the probationary period ends.

**Lost Cards** – Lost, damaged, or stolen cards may be replaced at a cost of \$2.00 per card.

**Using your card** – A patron must present a card each time they wish to borrow materials. Patrons may also display their card that is downloaded in their app.

## **Loan Periods**

<b>Material</b>	<b>Loan Period</b>	<b>Number of times you may renew item</b>
Books*	3 weeks	2 times
New adult fiction and nonfiction books	2 weeks	1 time
Magazines	2 weeks	1 time
Audio Books/ Playaways	2 weeks	2 times
Educational Kits	2 weeks	1 time
DVDs**	7 days	1 time

## **Automatic Renewal**

Items will be automatically renewed up to the maximum number of times available. Items will not be automatically renewed if the item is on hold for another patron.

\*New adult fiction and nonfiction books are only available for checkout for two weeks at a time and may only be renewed once.

\*\*A patron may have a maximum of four DVDs checked out at a time, but can have a total of up to 10 DVDs from the Evergreen consortium checked out at the same time.

Cardholders are responsible for all items checked out on their cards. Patrons are required to present their cards at the circulation desk in order to check out items.

## **Lost or Damaged Items**

Patrons are responsible for lost or severely damaged materials. The replacement cost of the item is the price listed in library acquisition records.

## **Miscellaneous Fees**

Black and white 8 1/2 x 11 copies are 10¢ per page and color copies are 20¢ per page.

Other page sizes are only available on the copier:

black & white: 8 1/2 x 14 size = 15¢ & 11x17 size = 40¢

color: 8 1/2 x 14 size = 30¢ & 11x17 size = 80¢

Pages printed from the computer are 20¢ each. Please do a “print preview” before printing to make sure you are printing only what you need.

Faxes are 10¢ per page. International faxes may not be sent.

Laminating fees are 25¢ per foot.

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*Revised and Approved by the Board of Trustees 8/8/2019*

## **Unreturned Items and Longtime Overdue Materials**

Per Indiana Code 35-43-4-3.5, it is unlawful in Indiana to fail to return library materials. Through the Evergreen system, South Whitley Community Public Library will issue three reminder letters to patrons who have borrowed and not yet returned items to the library. After the third letter, the item(s) will be marked as lost on the patron’s account. A final reminder letter will be sent to patrons and the patron’s account will be blocked at that time. Patrons are still expected to return the material or pay the cost of the material if it is considered lost.

## **Electronic Devices Circulation Policy**

The South Whitley Community Public Library’s electronic devices are available to the public, but with certain limitations.

### **Availability and Circulation**

- Devices are available on a first-come-first-served basis.
- Devices may be checked out to any individual with a valid SWCPL library card for in-library use only.
- Individuals are allowed to check out 1 device at a time.

- Devices should not be left unattended while in use. Patrons bear the sole responsibility for maintaining the security of the device while it is checked out.
- All checked-out devices must be returned to a staff member at the front desk at least 15 minutes before the library closes.
- Upon return, the device (along with accessories) will be inspected by the staff.

### **Limits and Liability**

- Devices are only for use on SWCPL property. If a device is removed from library property, local law enforcement will be notified and the borrower will be denied future borrowing privileges.
- Device checkout privileges may be revoked if a device is:
  1. not returned on time
  2. not returned in acceptable condition
- Individuals are to make sure the device is in working order and without physical damage when it is checked out. Any problems discovered upon checkout must be reported immediately to SWCPL staff, otherwise any damage or problem noted by staff upon the return of the device is assumed to be the responsibility of the borrower.
- Individuals experiencing problems with device hardware or applications, or who have questions, should ask for assistance from the staff.
- Individuals may not alter, delete, copy, or otherwise modify software installed on the device.
- Patrons must use headphones when listening to audio or video. Headphones may be borrowed at the front desk.
- SWCPL is not responsible for loss or damage to any removable drives or data that may occur due to the malfunctioning of hardware or software while using SWCPL devices.
- All personal files must be removed from the borrowed device.

SWCPL reserves the right to deny device usage to any person who is found to be in violation of policies associated with the use of devices, Internet, or personal behavior or the addendums adopted by the Board of Trustees of the South Whitley Community Public Library or their designees. SWCPL also reserves the right to update the Electronic Device Circulation Policy as deemed necessary.

*Revised and Approved 3/10/2016*

*Revised and Approved by the Board of Trustees 8/8/2019; 3/10/2022; 1/12/2023*