

# Circulation Policy

Bartholomew County Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of library privileges.

## CONFIDENTIALITY OF LIBRARY RECORDS

To protect the privacy of Library customers, the Library shall not disclose any Library record that identifies a person as having requested or obtained specific materials, information, services, or as otherwise having used the Library other than in the following situations:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor;
- Upon written consent of the user;
- When an account with lost materials or unpaid fines is turned over to a collection agency;

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

## ISSUING LIBRARY CARDS POLICY

Individuals applying for a BCPL card must present current photo identification. Acceptable forms of photo identification are: drivers' license, state ID card, passport, military ID, school ID, or employment ID. These must not be expired and must include both name and photo.

Children, up to 17, may, with parental signature and parental identification defined by the above criteria, obtain a Library card. Children, ages 13-17, may be issued a borrower's card without parental signature by presenting photo identification as defined above.

For new borrowers, the library card is mailed to verify the address. A new borrower who is waiting for the new card is eligible to check out two items at a time until the card arrives.

A borrower who is already on file but is requesting a new borrower's card is not subject to the new borrower restrictions. This includes 13 year olds moving from Child to Teen status, 18 year olds moving from Teen to Adult status, Persons changing from non-resident to resident status, and persons needing replacements for lost, stolen, or damaged cards.

### ***Resident Cards***

Individuals of all ages are eligible for a Bartholomew County Public Library card if they live at a Bartholomew County address or own real property (real estate) in Bartholomew County. Property owners must show proof of ownership. Card must be renewed every 3 years.

A child who is younger than 12 years of age is issued a Child borrower's card. Anyone who is between 12 and 17 years of age is issued a Teen borrower's card. Anyone who is 18 years of age or older is issued an Adult borrower's card.

Employees of Bartholomew County Public Library will receive a library card for the duration of their employment. Card must be renewed every 3 years.

Students attending public, parochial, or home school in Bartholomew County or students taking college classes at a campus in Bartholomew County are eligible for a library card for the duration of their registration at school. Card must be renewed every year.

Classroom and Home school teachers at a preschool, k-12, or college campus physically located within Bartholomew County are eligible for a teacher card for the duration of their employment. This card is meant to be used in support of school curriculum. Card must be renewed every year.

Persons living in library districts with which BCPL has a reciprocal agreement are eligible for a library card. This includes libraries participating in the Statewide Reciprocal Borrowing Covenant and local agreements with Greensburg-Decatur County Public Library, Jackson County Public Library, Jennings County Public Library, and Edinburgh Public Library. Card must be renewed every 3 years.

As circumstances change any of the above criteria, card eligibility will also change.

### ***PLAC Cards***

Residents or non-resident taxpayers of any participating Indiana public Library district who have a current Library card are eligible to participate. To purchase a PLAC card, these individuals must present current photo identification and identification stating their current address of residency in addition to their home Library card. After payment of the PLAC fee, a PLAC card and a BCPL card will be issued.

If an individual presents a PLAC card issued at another Library, a BCPL card may be issued upon presentation of current photo identification and identification stating their current address of residency. Cards will be issued only to the PLAC cardholder and expire one year from the date of purchase of the PLAC card.

### ***Non-Resident Cards***

Individuals living in a non-library taxing district may purchase a Non-Resident Card by paying the current non-resident fee. After paying this fee, non-resident cardholders have the same benefits as resident cardholders. Card must be renewed every year.

### ***Youth Access Card***

Anyone eligible for a resident or non-resident card under 18 may apply for a Youth Access card in lieu of a regular, full-access card. No parent or guardian signature will be required on the application, but notice will be sent to the youth's address to the attention of the parent/guardian. A limit of 5 books/audiobooks in all formats will be imposed on the card. No DVDs, tablets, or other equipment may be checked out. The card will allow access to all online and digital resources. Card must be renewed every 3 years.

### ***Digital Access Card***

Anyone eligible for a resident or non-resident card may apply for a Digital Access Card in lieu of a regular, full-access card. No physical items may be checked out. The card will allow access to all online and digital resources. No address verification is necessary. Card must be renewed every year.

### ***Institutional Cards***

Schools, daycares, residential care facilities, governmental agencies, and non-profit (501c3) organizations physically located within Bartholomew County are eligible for an institutional card. An employee of the organization must complete the application and have the manager, director, or financial officer of the organization sign the application stating that the institution agrees to the financial responsibility of the items charged to the account. The card must be renewed every 3 years.

## **LIBRARY CARD USE POLICY**

### ***Patron Obligations***

Use of the library card implies acceptance of and adherence to all regulations of the Bartholomew County Public Library.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Patrons are financially responsible for all materials checked out on their library card.

Patrons must inform the library of any change in contact information for account notifications.

Patrons are required to report lost or stolen cards to the library immediately. The charge for a replacement card is \$1.00.

### ***Patrons Who Do Not Present Card at Checkout***

Patrons may borrow materials without a library card, if they can verify identity.

### ***Patrons Using Other Patrons' Library Cards***

Patrons who have a library card in their possession are assumed to have the authority to use that library card. Patrons may not check out items on another patron's account as a means of avoiding payment of fines and fees on their own account.

### ***Picking Up Holds For Another Patron***

Due to confidentiality concerns, patrons must have permission to pick up holds for other patrons. This includes having the library card for the account and/or the hold pickup notice. Following confidentiality guidelines, holds for patrons under 18 will be given to parents without prior permission.

## **CIRCULATION OF MATERIALS POLICY**

### ***Limits***

To meet the various needs of Library customers, Bartholomew County Public Library maintains circulating collections including books, magazines, audio books, DVDs, compact discs, media equipment and board games. Limits may be set on the number of items borrowed for materials in high demand or for different borrower types. Individual item types may also have separate item limits. Most patrons will be able to have 50 items checked out at one time.

### ***Holds and transfers from other locations***

Holds may be placed on most items at any location within BCPL with the exception of items marked as Express and eDevices. Patrons will have 5 days after the hold is filled to pick up the item. Patrons may have up to 50 unfilled holds in the system. Holds may be placed in person, via the telephone, or via the online catalog/app.

### ***Interlibrary Loan***

BCPL allows patrons to submit requests for items that we do not own through interlibrary loan. In most cases, we will use OCLC to place the requests. If a lending library is found and is willing to lend to us, we will notify the patron of its arrival. The patron will have 5 days to pick it up. There is no charge for Interlibrary Loans but we reserve the right to limit the number of requests at any time.

### ***Due Dates***

Due date information is provided at checkout, via the library's online catalog, and library app. All materials are expected to be returned on time.

The library staff will check all multi-part returned items to ascertain whether they are complete. If all parts are not present, the item will not be discharged on the computer. The library will notify the responsible borrower that the item will not be considered returned until all parts are returned.

**Renewals**

Most materials may be renewed up to two times if there are no holds on the items and it is a renewable item type. Items with a hold may not be renewed. This can be done in person, by telephone, or via the library's online catalog/app.

**Overdue Fines**

BCPL recognizes that overdue fines are a barrier to users in our community. In an effort to reduce that barrier, we do not assess overdue fines for items that are late.

**Overdue Notices**

Overdue notices are sent as a courtesy via text, email, and/or US Mail. Failure to receive notices does not exempt patrons from the responsibility for payment of library materials.

**Lost and Damaged Items**

When an item is 21 days overdue, it will automatically be set to LOST and the patron's account will be charged the replacement cost for the item. If the item is returned, the replacement cost charge will be removed.

If the patron cannot find an item, the replacement cost for the item will be charged to the account.

If materials returned are damaged to the extent they cannot be put back on the shelf the customer will be charged the full price of the item. The customer may then keep those materials.

Items returned with replaceable missing parts or repairable damage will be assessed the appropriate charge for repair or replacement of parts. If parts cannot be replaced, the customer will be charged for replacement of the entire item.

When customers return an item that was lost and paid for, they may receive a refund of the price of the item for 30 days after the date of payment. A receipt with the amount paid shall be given to the customer at the time payment is made. Refund checks will be issued upon Board approval at the next scheduled Board meeting.

Any fees related to non-sufficient fund checks returned to the Library will be added to the customer's account.

Because we reserve the right to replace specific lost or damaged items with more up-to-date versions or formats based on Library needs, BCPL does not accept replacements in lieu of payment for lost or damaged items.

### ***Suspension of Borrowing Privileges***

The library may suspend borrowing privileges when patrons abuse circulation policies. Accounts will also be suspended from further borrowing if the patron has a lost or damaged book on their account. Privileges would be reinstated once the item has been returned. If the patron has accepted responsibility for the lost item and begun to make payment, privileges may be reinstated based on the following per checkout payment plan: If \$25 or more is owed, the patron needs to get the fees under \$25.00. If between \$15 and \$25, is owed the patron needs to pay at least \$5 to checkout. If between \$1 and \$15 is owed, then the patron needs to pay at least \$1 to checkout.

### ***Collection Agency and Legal Action***

The library will use the service of a collection agency when an item is 45 days overdue. When an account is submitted, the library will add a \$10.00 fee. The library reserves the right to take legal action to recover fines or fees owed.

### ***Removal of Patron Obligations***

Patrons may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.

## **CIRCULATION LOAN PERIODS**

<b>Item</b>	<b>Checkout Limit</b>	<b>Hold Time</b>	<b>Loan Period</b>	<b>Renewals</b>
Express Books	10	No holds	21 Days	No Renewals
Books, Audiobooks, Magazines	-	5 days	21 Days	2, if no holds on item
DVD Movies*	20	5 Days	7 Days	2, if no holds on item
Nonfiction DVDs		5 Days	14 Days	2, if no holds on item
TV Series*		5 Days	14 Days	2, if no holds on item
Music CDs	-	5 Days	21 Days	2, if no holds on items
eDevices	2	No holds	21 Days	No Renewals
Interlibrary Loan	10	5 Days	14 Days	2, if no holds on item

\*Only patrons 13 and over can checkout PG-13 titles and only patrons 18 and over can checkout R-rated titles and TV Series.

\*50 total item limit per card