



203 Indiana Ave • English, IN 47118 • 812.338.2606

## Circulation Policies

The Crawford County Public Library welcomes all individuals to use its facilities. The purpose of the library's circulation policy is to make the best possible use of the library's collection in the fairest possible manner.

### Registration

Before a new library card can be issued, patrons must complete a registration form. The patron must sign the form and library card. When these documents are signed, the patron agrees to take responsibility for the library materials borrowed. Minors aged 10-17 may allow the a parent/guardian with the completion of the registration form; however, both the minor and parent must sign the registration card. **The parent/guardian of a minor issued card takes full responsibility of materials borrowed.** Library cards are issued for a period of one year.

### Types Library Cards

#### **Resident Card**

- Individual owning county property and paying county taxes
- Individual maintaining residence in the county, renting or owning property
- Adult aged 18 or older
- Card is free

#### **Minor Card**

- Minor between the age 10-17
- In the care of parent or guardian eligible for a resident or reciprocal card
- Parent or guardian maintains Crawford County library card and is in good standing
- Card is free

#### **Reciprocal Card**

- Adult aged 18 or older
- Does not meet the requirements for a resident card
- Holds a library card from a home library in a reciprocal agreement
- Patron is in good standing with home library
- Card is free

### **Nonresident Card**

- Individual not residing in the county
- Individual not owning property or paying property taxes
- Adult aged 18 or older
- Card may be obtained by paying an annual fee of \$25

### **PLAC Card**

- Adult aged 18 or older
- Maintains a valid library card from any library in Indiana
- Must present valid library card from home library
- Card may be obtained by paying an annual fee of \$65

### **Educator Card**

- Adult aged 18 or older
- An employee of Crawford County School Corporation or Crawford County Head Start
- County residency not required
- Employment must be verified

### **Temporary Resident Card**

**\*\*Please refer to the separate policy filed in the Policies Handbook**

\*\* The term “good standing” is used for the description of an account in which is not delinquent, library materials have not been noted as damaged, or library privileges have not been revoked.

### **Accepted Identification**

All patrons requesting any type library card must present two forms of identification with one to include a photo ID and the other showing a current mailing address. If address on photo ID and mail do not match, two pieces of current mail along with photo id are required.

Forms of identification accepted include:

1. A current Indiana driver’s license
2. A state or Federal Government issued ID card
3. Current utility or credit card statement along with picture ID
4. Reciprocal library card from their home library
5. Crawford county property tax statement with proof of payment and in good standing.
6. Indiana BMV issued car registration
7. Bank issued printed check, not to include temporary check

### **Library Card Renewal**

All library cards are valid for one year. Patrons may renew their library card under the following conditions:

- Patron must be physically present at the library – cards will not be renewed via phone or internet request; library staff reserve the right to ask for verification of phone numbers and address for expired cards
- All fines and lost materials must be resolved – patrons seeking a reciprocal card must also have an account in good standing

**Lost or Damaged Library Cards**

Lost or damaged cards may be replaced for the replacement cost of \$1.00.

**Photo Identification**

For the patron’s protection and to safeguard the library’s collection, the library requires a photo on record at the checkout desk. If the patron chooses not to have their photo taken, a photo ID must be shown in order to check out materials.

**New Borrower Rule**

**Patrons receiving a library card for the first time will be limited to the number of materials borrowed for 21 days from the day the new card was issued. New borrowers may check out a total of 2 print items on their first visit; however, they are not allowed to check out non-print materials to include either DVD or Blu-ray movies, music CDs and books in CD format.**

**Loan Period**

<u>Item</u>	<u>Loan Period</u>	<u>Renewals</u>	<u>Fines</u>
Books	21 days	1	\$.10 day
Magazines	21 days	1	\$.10 day
Audiobooks	21 days	1	\$.10 day
Music CDs	21 days	1	\$.10 day
DVDs	7 days	1	\$1.00 day
Blu-Ray	7 days	1	\$1.00 day
ILL	varies	varies	\$ 2.00 per item
Ebooks	14 days	1	None

**\*\*\*\* Special Note: Verified public educators are allowed to renew their items twice and check out up to 40 items.**

**\*\*\*Movies and Minors: Borrowers under the age of 18 are not allowed to check out DVD's or Blu-rays in both entertainment and educational formats.**

### **Waiving Fines and Patron Responsibility**

Materials returned late and have a calculated fine totaling less than \$5.00 will be waived. Total calculation of fines must include items returned as well any items still checked out and renewed. Any fine totaling \$5.00 or more must be paid in full. Patron check out privileges will be suspended until all fines are paid.

### **Juvenile Fine Free Program**

- Fines will not accrue for patrons holding Minor Library Card
- The patron cannot check out additional materials if any items are overdue
- The patron will receive periodic notices of overdue items
- The patron (minor's parent or legal guardian) is responsible for the cost of lost or damaged items

Abuse of this policy, such as a parent checking out their own library materials on the minor's card, will result in suspension of borrowing privileges. The terms of the suspension will be determined by the Library Director

### **Library Materials Limits**

Patrons may check out a total of 20 items per household. DVD's and Blu-rays are limited to 5 per household. Patrons are limited to 10 tokens per week through the ebook subscription Freading. Ebooks are worth varying amounts of tokens to be determined by the subscription service. Unused tokens will accumulate to a limit of 40 tokens within one month. If the tokens are not used, the tokens will disappear at the end of the month.

### **Interlibrary Loans**

Patrons may request material through an Interlibrary loan when the material is unavailable at the Crawford County Public Library.

- Patrons are allowed to make up to three requests and are not to exceed three Interlibrary loan check-outs.
- Patrons must be in good standing, both with their CCPL and interlibrary loan account, in order to request materials. Good standing means the patron does not owe fines, overdue or lost materials for CCPL or interlibrary loans
- No minors may request or check out an Interlibrary Loan.
- A \$2.00 fine will be charged for each item, per day, not returned by the due date. This fine must be paid in full and will not be waived.
- Patrons may lose their interlibrary loan privileges if:
  - Interlibrary loan materials are lost or damaged
  - Requested materials are repeatedly not picked up
  - Items are repeatedly not returned on their due date

**Hold Materials**

All circulating items may be reserved and will be held for the requesting patron for **7 days**. Patrons will be notified by phone when their requested materials are available.

**Damaged Materials**

Patrons are responsible for the cost of repairing or replacing damaged materials. Patrons will pay the most current cost listed by vendors used by the library.

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