

**Tipton County Public Library  
Circulation Policy**

**Confidentiality of Records**

The Board of Trustees of the Tipton County Public Library acknowledges that patron records are confidential. Such records will not be made available to any agency of federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized by law. The issuance and enforcement of any such process, order, or subpoena must be through a proper showing of good cause made in a court of appropriate jurisdiction.

**Library Card Registrations**

**1. Adult Resident Cards**

The library will issue borrower's cards free of charge to Tipton County residents or property owners who are eighteen (18) years of age or older. The library card entitles adult residents to borrow any materials circulated by the library. To apply for a library card, residents must present a current photo identification card and proof of address as listed below. Tipton County property owners who do not live in Tipton County must provide a current paid tax bill listing their name and address of the property they own. Cards may be issued to any individuals residing at the same address.

<b>PHOTO IDENTIFICATION</b>	<b>CURRENT PROOF OF ADDRESS (within the past 60 days)</b>
Driver's License	Postmarked Mail
State Issued Identification Card	Bank Statement or Checkbook
Passport	Lease Agreement or Mortgage Paperwork
School Identification Card	Utility Bill
Military Identification Card	Voter Registration Card or Car Registration

**2. Juvenile Cards**

Children, between the ages of 3 and 17, may be issued a juvenile card with a parent or guardian signature and the signing adult's identification with current address as defined above. With a juvenile card, children have borrowing privileges for all print and audio materials in the Children's Department. The juvenile must be present at the time of application, and the parent or guardian must have a library card in good standing. The signing adult assumes responsibility for any and all items checked out by children under the age of 18. Library staff do not screen choice of materials, and the selection of all library materials by minors must be monitored by the parents or guardians.

### **3. Juvenile Patron Cards**

At the age of 8, children are eligible for full access to all library materials, including DVDs and video games, with parent's permission. A Juvenile Patron card is issued to children who have parental or guardian permission to access all library materials. The juvenile must be present at the time of application, and the parent or guardian must have a library card in good standing. The signing adult assumes responsibility for any and all items checked out by children under the age of 18. Library staff do not screen choice of materials, and the selection of all library materials by minors must be monitored by the parents or guardians.

### **Card Renewals**

Adult cards expire every three years from the date of issue. Photo ID with current address must be presented at the time of renewal to ensure that all information is correct. Juvenile and Juvenile Patron cards expire at the age of 18, and the patron may then apply for an adult card. All adult card criteria apply.

### **Special Card Registrations**

#### **1. Organization Card**

Tipton County organizations, businesses, or churches may register for a library card. One person must be designated as the contact person for the organization, and this library card will be limited to organizational use. A letter on business letterhead, authorizing the contact person to register for the card, must be presented at the time of application. The organization, business, or church named on the library card application is responsible for any fines and/or lost or damaged materials checked out on the card. Organization cards expire three years from the date of issue. At the time of renewal, any changes must be accompanied by a letter on business letterhead.

#### **2. Non-resident Card**

Individuals or families living in an area not served by a public library may purchase a Non-resident card by paying the current non-resident fee. After purchasing this card, non-resident cardholders have the same benefits as resident cardholders. Non-resident cards expire one year from date of purchase.

#### **3. Public Library Access Card (PLAC)**

Resident or non-resident taxpayers of any participating Indiana public library district who have a current library card are eligible to purchase a PLAC, which is valid for use at any Indiana library. These individuals must be in good standing with their home library. They also must present their home library card, current photo identification, and proof of current address of residency. PLAC cards are valid for one year from date of purchase.

Special Card Registrations (continued)

**4. Educator Cards**

Teachers employed by the Tipton Community School Corporation and the Tri-Central Community Schools may apply for an Educator library card. Local pre-school teachers, homeschool families, tutors, and other educators are also eligible for Educator cards. As a courtesy, educators employed in Tipton County who live outside the county may also apply for a personal library card. Educator cards will be good for one year and may be renewed. Please see the Educator card application for further details.

**5. Reciprocal Borrowing Card**

Any individual who has a library card in good standing with any of the Indiana libraries on the list of Statewide Reciprocal Borrowers Covenant Libraries may obtain a Tipton County Public Library card at no charge with all rights and privileges of a Tipton County resident. Reciprocal Borrowing Cards expire one year from date of issue, and the applicant must be in good standing with their home library to renew.-

**6. Special Circumstances Card**

If an adult is a temporary resident of Tipton County or a resident who is temporarily without the usual forms of identification, he or she may apply for a Special Circumstances Card if they will be residing in Tipton County for a minimum of 30 days. Such residents must give proof of their permanent home address and/or a current local address. The Special Circumstances card is good for six months and may be renewed one time. There will be a limit of five items total on the card.

**Circulation of Materials**

- Patrons must present their library card to borrow materials
- Replacement of a lost library card is \$1.00. Replacement of a worn or damaged card is free

**Circulation Schedule**

Item Type	Circulation Period	Limit on Card	Renewals
Audiobooks	14 Days	None	3 Times
Books	14 Days	None	3 Times
DVDs	7 Days	10	2 Times
Equipment	2 Days	None	2 Times
Hotspots	14 Days	1	None
Hot Pick Books	7 Days	None	None
Hot Pick DVDs	3 Days	3	None

Kits	14 Days	None	3 Times
Magazines	14 Days	None	3 Times
Music CDs	14 Days	10	3 Times
Vacation Loans	28 Days	None	None
Video Games	14 Days	3	2 Times

### Hold

Patrons may put a Hold on most materials, with the exception of Hot Picks. Patrons will be notified by phone or email when their items are in. Holds will be held for:

Print Materials	5 business days
DVDs, Video Games, and CDs	3 business days

### Material Renewals

Most materials may be renewed unless there are holds on an item. The library's system will attempt to automatically renew items 2 days prior to their due dates. Email notifications will automatically be sent to let patrons know which items were renewed. Patrons who elect not to receive email notifications will not be notified. Automatic renewals are provided by the library as a courtesy, but it is the patron's responsibility to know his or her due date and should not depend on automatic renewals. Please refer to the Circulation Schedule for renewal limits.

### Overdue Materials

Library materials are considered overdue when they are kept beyond the due date. Patrons are responsible for knowing when their materials are due back at the library. Patrons who have any overdue materials will have their borrowing privileges suspended until the materials are returned. As a courtesy, the library will attempt to notify patrons when they have materials which are overdue:

Overdue Notice	7 days overdue
Final Notice	14 days overdue
Billing Notice	31 days overdue with at least a \$25.00 balance

### **Lost and Damaged Materials**

The library cardholder is responsible for the replacement or repair cost of any lost or damaged items which have been checked out on his or her card, and the library will assess charges for lost or damaged materials. Parents or legal guardians of minor children are responsible for the replacement or repair cost of lost or damaged items checked out on their children's cards.

Borrowing privileges will be suspended for any fees associated with lost or damaged materials.

Materials are declared 'Lost' at 21 days overdue. Patrons may return materials within 8 weeks of being declared 'Lost' without penalty. Materials will not be accepted after this 8-week deadline, and patron's will be responsible for the cost of these items.

The Collection Development Manager will determine the extent of repair or the need to replace damaged materials. The Collection Development Manager will determine if a replacement copy may be accepted for a particular item.

The library reserves the right to assess additional processing fees for checks returned due to non-sufficient funds.

If patrons pay for a lost item and later find the item, they may return the item to the library within eight (8) weeks of the item being declared 'Lost'. The patron must present their receipt when requesting a refund. If the item is in good condition as determined by library staff, a credit will be applied to their account.

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 patron will be charged for replacement of the entire item.

If materials returned are damaged to the extent that they are no longer usable, the patron will be charged the full price of the item. The patron may then keep those materials.

If a patron's card has \$25 in billed charges for more than 10 days, the charges will be sent to the library's collection service.