

# Tipton County Public Library Circulation and Library Card Policy

## **Primacy**

This policy supersedes any prior policy or associated policies regarding circulation of materials or library cards at the Tipton County Public Library.

## **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.

## **Standard Library Card Registrations**

### **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>CURRENT PHOTO IDENTIFICATION</b>	<b>CURRENT PROOF OF ADDRESS</b> (within the past 60 days; online statements acceptable)
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

## **Tipton County Public Library Circulation and Library Card Policy**

### **Juvenile Resident 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.

### **Juvenile Resident Patron Cards**

At the age of 8, children are eligible for full access to all library materials, including DVDs and video games. A Juvenile Resident 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 parent or guardian 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.

## **Special Library Card Registrations**

### **Digital Access Card**

Public or nonpublic school corporations in the library's service area (i.e., Tipton County) may sign a memorandum of understanding with the library to provide access for its students to the library's digital resources. This card does not allow students to check out physical items from the library. Digital access cards may be converted to any other type of card as long as the criteria for that card registration are met.

### **Educator Card**

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 an applicable personal library card at no charge. Educator cards will be good for one year and may be renewed. Please see the Educator card application for further details.

## **Tipton County Public Library Circulation and Library Card Policy**

### **Employee Card**

Employees of the Tipton County Public Library will be issued an applicable adult or juvenile resident card for the duration of their employment, even if they live outside the library district.

### **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, which is set by the library board annually. After purchasing this card, non-resident cardholders have the same benefits as resident cardholders. Non-resident cards expire one year from the date of purchase.

### **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.

### **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 the date of purchase.

### **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.

### **Special Circumstances Card**

## Tipton County Public Library Circulation and Library Card Policy

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.

### **Card Renewals**

Adult resident 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 Resident and Juvenile Resident Patron cards expire at the age of 18, and the patron may then apply for an applicable adult card. All registration criteria apply. See special library card descriptions for renewal information.

### **Circulation of Materials**

- Patrons must be a registered borrower and present their library card or an unexpired form of acceptable photo identification listed in the table above to borrow materials
- Replacement of a lost library card is \$1.00. Replacement of a worn or damaged card is free

### **Circulation Schedule**

<b>Item Type</b>	<b>Circulation Period</b>	<b>Limit on Card</b>	<b>Renewals</b>	<b>Auto Renew?</b>
Audiobooks	14 Days	None	3 Times	Yes
Books	14 Days	None	3 Times	Yes
DVDs	7 Days	10	2 Times	Yes
Equipment (Library of Things)	14 Days	2	None	No
Equipment (Hotspots)	14 Days	1	None	No
Hot Pick Books	7 Days	None	None	No

**Tipton County Public Library  
Circulation and Library Card Policy**

<b>Item Type</b>	<b>Circulation Period</b>	<b>Limit on Card</b>	<b>Renewals</b>	<b>Auto Renew?</b>
Hot Pick DVDs	3 Days	3	None	No
Kits	14 Days	None	3 Times	Yes
Magazines	14 Days	None	3 Times	Yes
Music CDs	14 Days	10	3 Times	Yes
Vacation Loans	28 Days	None	None	No
Video Games	14 Days	3	2 Times	Yes

**Holds**

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:

<b>Material Type</b>	<b>Hold Duration</b>
Print Materials	5 business days
DVDs, Video Games, and CDs	3 business days
Equipment	1 business day
Hotspots	1 business day

Holds may be delivered to a patron's vehicle upon request.

**Equipment**

Certain equipment designated as part of the library's circulating collection may be borrowed according to the table above. A liability waiver must be on file to borrow items in the "library of things."

## Tipton County Public Library Circulation and Library Card Policy

### **Hotspots**

Hotspots are specialized pieces of equipment (devices) that may be checked out by any cardholder aged 13 years or older. Patrons under the age of 18 must have a Juvenile Resident Patron Card to borrow hotspots. Hotspots may be placed on hold, but the library reserves the right to cancel a hold if a hotspot has been loaned to a patron's household (patrons with the same address on file) more than once in a 28-day period.

Hotspots will be deactivated after the 14-day circulation period has expired.

Internet access via the library's hotspots is provided by a third party, and users are subject to that party's term of use. Use of the library's hotspots implies an agreement to the terms of Tipton County Public Library's Internet Use and Patron Behavior policies.

Per those policies, the library is not responsible for actions including, but not limited to:

- Changes or damages done to personal devices related to using this device, or
- Monitoring the Internet use of minors (ages 17 and under) while using a device connected to a hotspot borrowed from the library.

### **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. As a courtesy, the library will attempt to notify patrons when they have materials which are overdue:

<b>Notice Type</b>	<b>Time Period</b>
Overdue Notice	7 days overdue
Final Notice	14 days overdue

**Tipton County Public Library  
Circulation and Library Card Policy**

<b>Notice Type</b>	<b>Time Period</b>
Billing Notice	31 days overdue with at least a \$25.00 balance

Overdue materials borrowed through interlibrary loan (ILL) may have fines/fees assessed by the lending library. Tipton County Public Library may pass those associated costs on to the borrower.

**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 unpaid fees associated with lost or damaged materials, or overdue interlibrary loan (ILL) material.

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 item’s selector will determine the extent of repair or the need to replace damaged materials. The selector 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.

## Tipton County Public Library Circulation and Library Card Policy

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.

Lost or damaged materials borrowed through ILL may have fines/fees assessed by the lending library. Tipton County Public Library may pass those associated costs on to the borrower.

### ***Standard Equipment Replacement Fees***

Item	Replacement Fee
Equipment (Library of Things)	Up to \$1,000.00
Hotspot	\$80.00
Power Adapter (Hotspot)	\$10.00
USB Cable (Hotspot)	\$5.00
Case (Hotspot)	\$10.00
Mouse	\$5.00
Headphones	\$10.00
External Optical Drive (e.g., DVD, Blu-Ray, etc.)	\$20.00
Power Cord (Laptop)	\$80.00
Laptop	\$1,000.00