

Hamilton North Public Library
Circulation Policy
Board Approved March 19, 2015
Revised May 16, 2019

Library Card Eligibility

A free Hamilton North Public Library (HNPL) borrower's card may be obtained by anyone who resides, owns property, or owns a business in Jackson Township, Hamilton County, Indiana. Persons residing at the Indiana Academy, 24815 State Road 19, Cicero, are considered residents for the purposes of HNPL borrower's card eligibility. Jackson Township residents under the age of 18 may have a HNPL borrower's card if they receive permission from their parent or legal guardian. Parents who wish to limit their own child's reading materials should accompany their child to the library to supervise the borrowing process. HNPL employees who do not live in the library service area may receive a free HNPL borrower's card.

Issuing Cards

Applications for HNPL borrower's cards are available at the Circulation desks at both branches of the library. Applicants are permitted to check out items once their cards have been issued. A parent must sign his or her child's application before the child is permitted to borrow material.

Verification

Photo identification, proof of residency and/or Jackson Township property ownership documentation will be requested when a person applies for a library card. A current driver's license, valid U.S. passport, or Indiana State identification card with a Jackson Township address will be accepted. If the photo identification does not have an address, or if the address on the photo identification is not current, a current signed leasing agreement, a current property tax statement, or a utility bill postmarked within 30 days of application will be accepted.

Expiration of Card

HNPL borrower's cards, with the exceptions of teacher cards, student cards, non-resident cards, and PLAC, expire two years from the date issued. Renewal of the card allows the library staff to verify name, physical address, mailing address and phone number. It also provides the opportunity to discuss changes in library policies. The annual purge program will remove inactive borrower's cards. Inactive cards are defined as expired cards that have not been renewed, or cards that have not been used in three years. Cards with outstanding fines and overdue materials will not be purged.

Using Card

A valid Evergreen Indiana borrower's card is required to check out material from the library and must be presented at the time of each checkout. A digital replica may also

be used. A patron may check out with current photo identification in lieu of his or her library cards one time. The borrower is responsible for all transactions on his/her card even if someone else uses the card. Library staff cannot be responsible for knowing all patrons on sight, and ID is not checked with each transaction. The staff will NOT check material out on someone else's card if the requesting individual is obviously not the cardholder.

Card Restrictions

Borrowers must be 18 years of age to be eligible to check out R-rated and TV-MA videos or DVDs. Library users may NOT check out material or use the public computers if:

1. They have more than 15 items overdue.
2. They have unpaid charges of \$10 or more

The status of an individual's borrower's card will be used only in regard to circulation and computer use, and does not affect the person's use of other services at the library.

Reciprocal Agreements

Persons holding a valid library card from, and who are in good standing with, any library on the Indiana State Reciprocal Borrowing list (<http://www.in.gov/library/files/RBCOVENANTS040910.XLS>) or a Hamilton County Library may receive a reciprocal borrower card.

Non-Resident Cards

Persons who are not eligible for a free HNPL borrower's card and do not live in a library service district may purchase an HNPL borrower's card. The price for the non-resident card is \$53 per year, per person. Family non-resident cards are not issued. This fee is reviewed yearly by the HNPL Board of Trustees. The card is valid for one year from the date of purchase.

Teacher Card

Teachers who work in Jackson Township but do not reside in Jackson Township are eligible for a teacher's card from HNPL. To obtain a teacher's card, a valid school ID must be presented with another picture ID. Teacher cards are free and valid for one year from the date of issue. Patrons who hold teacher cards are not eligible for reciprocal borrowing cards. Only the teacher may use his or her own teacher card. Family members of the card holder may not use the teacher's card.

Student Card

Students who attend school in Jackson Township but do not reside in Jackson Township are eligible for a student card from HNPL. Homeschooled students who reside in both White River Township and Hamilton Heights School Corporation are, also, eligible for a free student card. To obtain a student card, a current school ID, or other proof of identity plus proof of school attendance, must be shown. A parent must be present and

sign the application as well. Student cards are free and valid for one year from the date of issue. Patrons who hold student cards are not eligible for reciprocal borrowing cards. Only the student may use his or her own student card. Family members of the card holder may not use the student's card.

PLAC

HNPL honors Public Library Access Cards (PLAC). Only PLAC holders may receive a borrower's card from HNPL; other residents of the same household cannot get a card unless they are also PLAC holders. Patrons with a PLAC are required to return to their home library for Interlibrary Loan services.

Replacement Card

A fee of \$2.00 is charged for replacing lost or damaged cards. There is no charge for renewal of expired cards.

Lost or Stolen Card

The borrower is responsible for all transactions on his/her card until the loss or theft of the card has been reported to a HNPL staff member and the card has been deactivated.

Loan Periods, Fines, Limits, and Fees

<u>Material</u>	<u>Loan Period</u>	<u>Overdue Fine</u>	<u>Limit</u>	<u>Renewals</u>
Books	21 days	\$.25/day	No	2
New Books	14 days	\$.25/day	No	1
Bestsellers	14 days	\$.25/day	No	0
Magazines	7 days	\$.25/day	No	1
Music CDs	14 days	\$.25/day	No	1
Audiobooks	21 days	\$.25/day	No	2
New Audiobooks	14 days	\$.25/day	No	1
DVDs	7 days	\$.25/day	10	1
New DVDs	7 days	\$.25/day	10	0
Videos Games	7 days	\$.25/day	2	1
New Video Games	7 days	\$.25/day	2	0
Interlibrary Loan Materials	Determined by loaning library	Determined by loaning library	No	0

DVDs designated as “new” may not be renewed

Items with a reserve may not be renewed

Items may be renewed over the phone, in person, or online.

Fees Copies

10¢ for one-sided copies (BW)	20¢ for two-sided copies (BW)	50¢ for one-sided color copies	\$1.00 for two-sided color copies
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Scanning

For purposes of this policy, a single side of a sheet of paper is considered one page; two sides of a sheet of paper are considered two pages.

Ten or fewer pages will be scanned for free and done on a walk-in basis or by appointment.

Eleven to fifty pages will be scanned for free and by appointment only. Document(s) of more than fifty pages must be approved by the Library Director **Faxes**

No charge for coversheets	<u>In State</u> \$.50 per page	<u>Out State</u> \$1.00 per page	<u>International</u> \$5.00 for first page; \$2.00 for each additional page	<u>Receiving</u> \$0.15 per page	Fees waived for staff
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A one-page fax is not considered a coversheet.

Interlibrary Loans

All interlibrary loan materials are loaned to patrons of good standing. ILL materials are checked out for the length of the loan period established by the lending library. Hamilton North Public Library pays all overdue fines to the lending library if ILL materials are not returned in a timely manner; for this reason, HNPL charges an amount corresponding with the fine levied by the loaning library. If a patron habitually keeps ILL materials overdue, or does not pick up materials requested, HNPL reserves the right to deny that patron any further interlibrary loans.

Overdue Material

Items are considered overdue if they are returned after closing on the due date. As a courtesy, e-mail notices will be sent 3 days before the item is due, 1 day before the item is due, the due date, 1 day overdue, 3 days overdue, 14 days overdue, 28 days overdue. Patrons who do not wish to receive e-mail notification will only receive 14 days overdue,

28 days overdue, and 45 days overdue notices by mail. Failure to receive notices does not exempt patrons from responsibility for payment for library materials, overdue fines, or fees.

After 60 days, patrons who owe \$25 or more in fines or overdue materials will be turned over to a collection agency. A non-refundable processing fee of \$10.00 will be added to the account of all patrons whose accounts are turned over to the collection agency due to fines or overdue materials.

Lost or Damaged Materials

The borrower will be charged the retail cost of items lost, damaged beyond repair or returned incomplete and unusable. There is an additional \$10.00 processing fee charged. There are no refunds. If an item is found by the patron after it is paid for, it belongs to the patron. If the item is repairable, the cost of repair supplies will be charged to the patron's card, as well as a \$10 processing fee. If the item is returned with replaceable missing pieces, the retail price of the replacement pieces will be charged to the patron's card, as well as a \$10 processing fee.

Reserves

An item may be reserved at the Circulation desk, over the phone, or online. Items will be held for pick-up for 7 days. All expired holds will be returned to the shelf, to the holds queue, or to the lending library.