

Lending of Materials

Note: “Members of the Evergreen Indiana Library Consortium will operate under uniform circulation policies and procedures. This is a condition of participation in the consortium pursuant to the Evergreen Indiana Membership Agreement and the Evergreen Indiana Executive Committee.” When a conflict exists between this policy and the most current Evergreen policies found at the following link https://blog.evergreen.lib.in.us/?page_id=2770 the Evergreen policies must be followed.

1. Loan Periods, Grace Periods, Fines

Item	Loan Period	Renewals	Fine per Item	Max Items Out (total)
Books, Periodicals, Audio-books, Music CDs, Educational Kits, non-fiction DVDs	21 days	2	\$.25 per day	100
DVDs	7 days	1	\$.25 per day	10
DVDs new	7 days	0	\$.25 per day	10
Equipment (projectors and similar)	7 days	1	\$5.00 per day	-
Hot Spots:	7 days	0	\$1.00 per day	-
Park Passes	7 days	1	\$.25 per day	-
Inter-Library Loan (ILL) items	Determined by lending library			

2. **Loss of Privileges:** A patron’s access to materials may be limited due to overdue/lost materials or fines and fees. A patron’s card will be blocked, and circulation services may not be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being “blocked” is calculated at the consortium level and not at the library level. A patron may also be “barred” if circumstances warrant.

3. **Renewals:** Renewal requests may be made in person, online, or by phone. Patrons may also renew their items via the “My Account” feature within the Evergreen online catalog. Certain categories of materials are not eligible for renewal. If a “HOLD” has been placed on an item, it may not be renewed.

4. **Fines/Fees:** The Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines in accordance with the above matrix. Fines and fees may be paid at any Evergreen library or online through your Evergreen account (a credit card fee applies if paid online). Patrons may pay all or a portion of overdue fines. NCPL accepts cash or credit/debit but not checks. If fine/fee thresholds are exceeded, a patron’s record will remain blocked or barred until the fines and fees are paid or the patron resolves the matter with the particular library to restore his or her privileges. NCPL may conduct no more than two food and/or materials for fines drives each calendar year to benefit library programming or the local food pantries. Each drive must be no longer than six (6) days in length. Fines forgiven under this policy shall only be for overdue fees on materials that have been returned.

5. **Overdue Notices:** Overdue notices are sent as a courtesy. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees. Patrons who provide a valid email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due. Notices of overdue items may also be sent via email and U.S. First class mail 14 and 28 days after the due date. A final notice, which declares the items “LOST” and assesses the replacement cost of the overdue materials and related costs, including collection costs and a \$10 per item processing fee, will be sent via U.S. First Class mail 45 days after the due date.

6. **Lost Items:** A patron may inform library staff that an item is “LOST”. The price of the item, plus a processing fee of \$10 per item will be assessed to the patron’s card. A patron is encouraged to notify the library if an item is lost to avoid accrual of additional fines. If third party collection services are used, a fee for collection services will be added to the patron’s record. No refund will be given to a patron for a “LOST” item for which the patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

7. **Holds and Intra-Evergreen Indiana Lending:** Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp and staff card profiles have full access to the consortium and may place holds on any Evergreen library’s holdable materials. Reciprocal borrower, student, transitional, or teacher profile cardholders may place holds only on the materials owned by the library that issued the library card. Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold. Patrons may have 20 unfilled holds in the system. Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana [transiting] loans on the following item categories:

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|---------------|-------------|---------------------|
| ● Art | ● ILL | ● Reference |
| ● Bestsellers | ● Kits | ● Software |
| ● CDs | ● Media | ● Software - Gaming |
| ● DVDs | ● New Books | ● Talking Book |
| ● Equipment | ● Realia | ● Videocassette |

Although holds may not be placed on the above materials by a non-local patron, these items may be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library. In addition, a library may place a six-month age protection for new items. This means that no hold that would generate Intra-Evergreen Indiana loans may be placed on new items until the owning library has held such item in its collection for six months. Local patrons may place holds on such items. Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies.

8. **My Account:** Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, and upon presentation of appropriate identification. PINs may not be obtained via telephone or email. Patrons may choose to select a username to use in place of the library card barcode when accessing My Account. User names must be unique within the Evergreen Indiana system. Patrons may change user name, password, and email address with My Account at any time.

Special Note: CHILDREN AND ADULT MATERIALS

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort is made to place materials in the appropriate collection. However, parents should understand that books and other materials from the adult and the young adult collections are readily available to children. Many of these materials contain mature language, images, and themes or depict adult situations. **AS A RESULT, THE LIBRARY MAINTAINS THAT IT IS THE SOLE RESPONSIBILITY OF PARENTS, GUARDIANS, OR CARE GIVERS TO MONITOR WHAT CONTENT AND/OR MATERIALS THEIR CHILDREN ACCESS OR BORROW FROM THE LIBRARY.** As such, library staff will not prohibit minors from accessing or borrowing such materials.