

## Materials Borrowing

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](https://blog.evergreen.lib.in.us/?page_id=2770) the Evergreen policies must be followed.

### 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        | NCPL checkouts are fine free | 100                   |
| DVDs   | 7 days                        | 1        | NCPL checkouts are fine free | 10                    |
| DVDs new   | 7 days                        | 0        | NCPL checkouts are fine free | 10                    |
| Equipment (projectors and similar)   | 7 days                        | 1        | NCPL checkouts are fine free |                       |
| Inter-Library Loan (ILL) items (In State)                                      | Determined by lending library |          |                              |                       |

**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.

**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.

**Lost Items:** Items are considered lost when overdue for 28 days. The price of the item, plus a processing fee of \$10 per item will be assessed to the patron’s card. 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. Replacement items may be accepted on a case by case basis in lieu of payment but must be in the same format and quality as the lost item.

**Fines/Fees:** Evergreen Indiana libraries have established a schedule of fines and fees adopted by the majority of member libraries as an encouragement for the timely return of materials by their due dates. Though The Noble County Public Library (Library) is a fine free library, you may still incur fines from checkouts made at other libraries. 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. The Library accepts cash or credit/debit (minimum of \$5) 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 billing library to restore his or her privileges.

**Overdue Notices:** To partially compensate for being a fine free library, the Library will not send out overdue or lost notices via mail. You may set up your Evergreen account to get electronic notices.

**Holds and Intra-Evergreen Indiana Lending:** Evergreen cardholders in the resident, non-resident (fee paid), PLAC, and staff card profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Reciprocal borrower, student or teacher, and junior 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:

- Art
- Bestsellers
- Equipment
- ILL
- Kits
- Media
- New Books
- Realia
- Reference
- Software
- Software - Gaming

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. In most cases, these items must also be returned 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 items in its collection for six months. Local patrons may place holds on such items. Patrons may place their own holds via the library OPAC or personal computer, or phone application and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies.

**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.

### **Talking Book & Braille Library**

The Talking Book & Braille Library is a Special Services Division of the Indiana State Library. The Division circulates books in Braille, large print, on tape and record, magazines in special media, and the equipment needed to play the recorded materials to any eligible citizen of Indiana who cannot read regular print because of visual or physical disability. There is no charge for this service. State Form 5312 (R8/1-11) is downloadable from the Indiana State Library Web site <https://www.in.gov/iar/2362.htm>. The State Library can also be contacted by calling 1-800-622-4970. No further action will be required by the Library. The patron will be contacted directly by the State Library.