

Morgan County Public Library Access to Materials and Circulation Policy

Evergreen Indiana

The Morgan County Public Library is a member of the Evergreen Indiana library consortium. The vision of the Evergreen Indiana Library Consortium includes as a fundamental tenet the ability for library patrons to see and borrow library materials from all participating Evergreen Indiana Libraries. As a condition of membership, Evergreen Indiana libraries operate under uniform policies and procedures. The Evergreen Indiana Policies and Procedures may be found at http://blog.evergreen.lib.in.us/?page_id=2770.

Eligibility for Library Cards

Resident Library Card

The Morgan County Public Library serves all of Morgan County with the exception of Brown Township. In accordance with Indiana Code 36-12-2-25, individuals of all ages who reside or own real property within this service district are eligible for a Morgan County Public Library resident card. Resident cards provide full access to the Evergreen Indiana Consortium.

Adults (defined as age 18 and older) must provide a current photo identification **and** proof of current address where mail may be received.

Children under the age of 18 must be accompanied by a responsible adult, age 18 or older, in order to apply for a library card. The responsible adult must present current photo identification and proof of current address and sign the library card application as the person responsible for all fees, fines and payment for lost or damaged materials charged on the child's library card.

Employees of the Morgan County Public Library will be issued a card for the duration of their employment.

Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

Photo ID Examples

- Valid Driver's License or State ID
- Any Government Issued Photo ID
- Valid Student ID

Proof of Mailing Address Examples.

- Utility bill (activity w/in previous 30 days)
- Bank statement activity w/in previous 30 days)
- Property tax statement (w/in past year)
- Valid Voter Registration card
- Any mail postmarked within previous 30 days

Non-resident Library Cards

Non-residents may receive library privileges under one of the following circumstances:

Reciprocal Borrowers are patrons who live within a library taxing district and whose home library participates in the State-Wide Reciprocal Borrowing Agreement. These patrons may receive a Morgan County Public Library reciprocal borrower card free of charge which is valid for use within the Morgan County Public Library system only. They will not be able to use Evergreen Indiana resources. Reciprocal Borrowers must present their home library card, valid photo identification and proof of mailing address. A current list of libraries who participate in the statewide reciprocal borrowing agreement can be found at <https://www.in.gov/library/files/StatewideRBCovenants.pdf>.

Student Borrowers are students who live outside of the Morgan County Public Library taxing district but who are enrolled in a nonpublic or public school district located within the Morgan County Public Library taxing district. These borrowers may receive a Morgan County Public Library student card free of charge which is valid for use within the Morgan County Public Library system only. They will not be able to use Evergreen Indiana resources. Proof of school enrollment such as a student ID, class schedule, report card or other correspondence from the school must be provided. Children under the age of 18 must be accompanied by a responsible adult who must present current photo identification and proof of current address and sign the library card application as the person responsible for all fees, fines and payment for lost or damaged materials charged on the child's library card.

Educators who live outside of the Morgan County Public Library taxing district but who are employed by a nonpublic or public school district located at least partially within the Morgan County Public Library taxing district may receive a Morgan County Public Library reciprocal borrower card free of charge which is valid for use within the Morgan County Public Library system only. They will not be able to use Evergreen Indiana resources. Proof of school employment such as a school ID, pay stub, business card or other correspondence from the school must be provided in addition to photo identification and proof of address.

Adult members of the community who are temporarily residing in the Morgan County Public Library's taxing district, but do not have a permanent residence may be eligible for a ***Transitional Borrower*** card. Examples include: seasonal workers, church missionaries, residents of an emergency shelter, or other long-term visitor such as a foreign exchange student. These patrons may receive a Morgan County Public Library reciprocal borrower card free of charge which is valid for use within the Morgan County Public Library system only. They are limited to a maximum circulation of three concurrent items and the card is valid for three months. They will not be able to use Evergreen Indiana resources. Transitional borrowers must present valid photo identification and a completed community sponsor form.

PLAC Borrowers are Indiana residents who have purchased a Public Library Access Card (PLAC). PLAC is the name for the statewide library card, enacted by Indiana Code 4-23-7.1-5.1. The PLAC program allows an individual to borrow materials from any public library in Indiana. A PLAC may be purchased from any Indiana public library and is valid for one year. Borrowers must present a valid home library card in order to purchase a PLAC. The Indiana

State Library sets the annual fee for the PLAC. These borrowers may use all Morgan County Public Library resources as well as Evergreen Indiana resources. PLAC borrowers must present their PLAC card, valid photo identification and proof of mailing address in order to obtain a Morgan County Public Library card.

Non-resident borrowers are Indiana residents who live outside the Morgan County Public Library's taxing district and have purchased a Non-Resident card. The Non-Resident card provides access to the Morgan County Public Library as well as the Evergreen Indiana consortium. Patrons may obtain this card by paying the non-resident card rate (set annually by the Morgan County Public Library Board of Trustees), upon presenting valid photo identification and proof of mailing address.

Computer Guest Pass

Temporary computer passes may be issued for access to the Library's Public Access Computers. Patrons must provide photo identification to receive a Guest Pass and they must agree to the Computer Use Policy.

Patron Obligations

Use of the library card implies acceptance of and adherence to all regulations of the Morgan County Public Library and Evergreen Indiana. Borrowing privileges may be revoked for violations.

Patrons are financially responsible for all materials checked out on their library card. The Responsible Adult who signs for a child under the age of eighteen is responsible for all materials checked out on the child's card.

Patrons must inform the library of address changes and are required to report lost or stolen cards to the Library immediately. The Library assumes no liability for any damage caused by the use or misuse of any library materials.

Overdue notices are sent as a courtesy from the Morgan County Public Library. Failure to receive notices does not exempt patrons from the responsibility for payment for the library materials or overdue fines and fees.

Intellectual Freedom

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view or use in the library. Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background or views. The Morgan County Public Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights.

Borrowing Privileges

The borrowing privileges of the holder in good standing of a library card are limited only by the restrictions upon the specific kinds of circulating materials.

Patrons must present their library cards in order to borrow materials. If a patron does not have his or her library card, they may either return to the library after retrieving the library card (in this instance, materials may be held for a limited time pending the patron's return) or purchase a replacement library card. Library cards are non-transferable. All library materials must be checked out prior to leaving the building.

Borrowing privileges, including computer usage privileges, are revoked when fines and fees total \$10 or more from any Evergreen library or combination of Evergreen libraries. The number of overdue materials and/or amount of fines/fees is calculated at the consortium level and not at the individual library level.

Library materials are considered 'lost' if they are overdue twenty-eight days or more. The borrowing privileges of patrons with lost items, or patrons with 15 or more overdue items are suspended until materials have been returned or paid for. A ten dollar per item processing fee may be charged for lost or damaged materials. Patron accounts will be submitted to a collection agency fifteen days after an item is marked lost or damaged if the total balance on the account is twenty-five dollars or more. Additionally, the account will be assessed a ten dollar Collection Fee. The borrowing privileges of patrons whose accounts have been submitted to the collection agency are suspended until materials have been returned or paid for and all fines and fees are paid.

A patron's borrowing privileges may be suspended or reduced if related group or family member cards are not in good standing.

Patrons with account balances greater than ten dollars are suspended until the account balance is less than ten dollars. Patrons with account balances less than ten dollars are expected to make a payment on their account of at least one dollar each time they check out materials or use the computers until their balance is zero.

Automatic Renewals

Checked out materials may automatically renew on their due date if the patron has not turned the item in. Items will not renew if there are no renewals left on the item, if there is a hold request on the item, or if the item was checked out or renewed at another Evergreen Library location.

Fine Free Program

In order to provide equitable access to library materials and services for all patrons, the Library will not charge overdue fines for materials checked out or renewed at any Morgan County Public Library location with the exception of materials classified as 'equipment'. This policy shall apply solely to those items borrowed on site at Morgan County Public Library locations including items transited from other Evergreen Indiana libraries, IN-SHARE, or the Statewide Remote Circulation Service (SRCS). Items borrowed at another Evergreen Indiana library, or renewed at another Evergreen Library using a participating member card shall be subject to the policies of that library. Lost or damaged materials will incur normal charges and associated fees.

Return to Reading Program

The Return to Reading program is designed to give children, age birth to 18 years who have more than \$10.00 in lost or damaged material fees the opportunity to “read off” their account balances. Children can sign up for the program at any of the six branches of the Morgan County Public Library.

The child must be present when signing up for the program and any time an item is checked out. After the child is enrolled, they can then choose one item (a book, audiobook, or magazine) to check out. When the item is returned, the child must bring it to the circulation desk to have it checked in, and tell the library staff something about the book. At that point, library staff will forgive \$5.00 off of the child’s account. The child can then check out another item, and repeat the above process until their fines are gone. Children must wait one year after completing the program before participating again.

This program applies only to fees owed to the Morgan County Public Library system. Fines and fees for items owed to other Evergreen libraries are not eligible for this program. If there is a collection agency fee on the account, it must be paid by cash, credit card or check.

Interlibrary Loan

Interlibrary loan (ILL) is a service that supports the Morgan County Public Library collection by providing enhanced access to library materials and information. The purpose of this service is to borrow materials not available in the Library or Evergreen Indiana from the collections of other libraries.

The Library affirms that interlibrary loan is an adjunct to, not a substitute for, the Library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection and that of Evergreen Indiana, before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

This service is offered to patrons holding a valid library card from the Morgan County Public Library. Interlibrary loan borrowing privileges may be suspended if a patron has lost or damaged items, or more than 15 items overdue until materials have been returned or paid for. If the lending library charges the Morgan County Public Library for copies, shipping, or for the loan of materials, those charges will be passed along to the patron, who is given the option of specifying a maximum charge before the material is requested.

After an ILL request has been submitted (if material is available), it takes an average of 2-3 weeks to arrive. The Library may not be able to request certain items, such as videos, reference books, new books, or genealogical materials. The lending period of materials obtained through interlibrary loan will vary, depending on the lending library. Interlibrary loan materials may or may not be renewed, depending on the policies of the lending library. Failure to return interlibrary loan items on time or to pick up items ordered may result in the suspension of interlibrary loan services. Loss of or irreparable damage to any ILL material will result in the patron being charged full replacement cost for the borrowed item.

Circulation Periods for Library Materials:

Books

New Adult Fiction: 2 weeks, 1 renewal*
Holiday Collections: 1 week, 1 renewal*
All Other Books: 3 weeks, 2 renewals*

Audio-Visual

Movies: 1 week, 1 renewal*
Video Games: 1 week, 1 renewal*
Audio Books: 3 weeks, 1 renewal*

Downloadable content: according to vendor limits
Wi-fi Hotspot: 1 week, 1 renewal*

Genealogy and Reference

No circulation, in-house use only

Magazines

Current issue: Does not circulate - in-house use only
Back issues: 3 weeks, 1 renewal*

**an item may be renewed if it is not on reserve for another patron*

Circulation Limits

The following indicates the maximum number of items that can be checked out to an account at one time.

DVDs: 10

Video Games: 5

Total physical items: 100

Hold requests: 30

Downloadable content: according to vendor limits

Wi-fi Hotspot: 1

Computer sessions: Cardholders -120 minutes per day

Guest Passes - 60 minutes per day

Fines and Fees

The following is the schedule of fines and fees that will be assessed for overdue equipment, lost or damaged materials, and other miscellaneous charges.

Overdue Fines:

Wi-fi Hotspot: \$2.00/day
Maximum overdue fine for hotspots and accessories: replacement cost

Lost or Damaged Materials Fees: All Lost or Damaged Materials may be assessed a \$10 processing fee that is in addition to any fines or fees. There are no refunds for lost materials which have been paid for.

Hardback Fiction & All Non-fiction Books	\$25.00
Trade Paperback Book	\$12.00
Paperback Book	\$7.00
YA & Children’s Hardback Book	\$16.00
Other YA & Children’s Books	\$7.00
Audiobooks	replacement cost
Videos	replacement cost
Video Games	replacement cost
Wi-fi hotspots, and accessories	replacement cost

Other Fees:

Lost Material Processing Fee	\$10.00
Collection Agency Fee	\$10.00
Replacement Library Card	\$2.00
Non-Resident Library Card Fee	-set annually by the Board of Trustees
Public Library Access Card (PLAC)	-set annually by Indiana State Library
Copies – letter size	\$0.10
Copies – legal size	\$0.20
Color copies/printing	\$0.25

Faxing: Contractual Price

Laminating (available on Fridays only at the Main Library):

8.5” x 11”	\$1.00
11” x 17”	\$2.00
Poster	\$5.00

Notary Public: Free to cardholders in good standing. \$2 for all others.