

Walkerton-Lincoln Twp. Public Library

Circulation Policy

1. Introduction

The Walkerton-Lincoln Twp. Public Library's collection is comprised of books, periodicals, DVDs, Audiobooks, and activity kits. The Library also facilitates the circulation of materials owned by other Libraries in the state of Indiana.

2. Eligibility for a borrower's card

A library card for the WLTPPL will be issued free of charge to any resident of Lincoln Township who is five years or older. Any employee or student of the John Glenn School Corporation is also eligible for a free WLTPPL card regardless of residency.

Library patrons who live outside of Lincoln Twp. are encouraged to apply for a card at their home library in order to receive a free reciprocal library card from the WLTPPL.

Patrons requesting a non-resident card will be charged a fee of \$37.50 on a yearly basis.

Proof of residence will include any one of the following:

- A. Valid driver's license
- B. Current identification card
- C. Bill from a utility or retailer addressed to the person and dated in the last three months.
- D. Tax bill for a Lincoln Twp. property
- E. Working papers issued to a teenager
- F. Copy of current lease or deed for a Lincoln Twp. Property
- G. Checks with a pre-printed Lincoln Twp. Address
- H. Valid John Glenn School Corporation ID, grade card or check stub.

3. Use of the Library Card

Borrower privileges may be suspended for the failure to return overdue items, failure to pay overdue fines, or failure to pay for lost or damaged materials.

Library patrons are responsible for notifying the Library of changes in address or phone number within 30 days.

4. Circulation Periods

Circulation of library materials will be as follows:

- A. Books, periodicals, audiobooks, and activity kits will circulate 2 weeks.
- B. DVDs will circulate 1 week- patrons are limited to 5 DVDs per visit.

5. Renewal of Library Materials

- A. Renewal periods are for one week.
- B. Renewal can be made at the circulation desk or by telephone.
- C. Items that are on hold for another patron may not be renewed.
- D. DVDs may not be renewed.

6. Fines and Fees

Fees for overdue library materials will be as follows, with the maximum fee being the item's value:

- A. \$0.15 per day for all print and activity kit items.
- B. \$0.25 per day for all DVDs

7. Overdue Notices

- A. First notice at first Monday after due date. The patron will receive a phone call from Library staff reminding them of the status of the item/s. If a valid phone number is not on the patron's account, a letter will be sent.

- B. Second notice at second Monday after due date. The patron will receive a letter to remind them of the overdue status of the item/s.
- C. Third notice at two (2) months overdue. The patron will receive a bill for the replacement of the items with a charge placed on the account.

8. Lost and Damaged Items

Charges for items that are lost or damaged will equal the list/retail price of the item.

9. Fine/fee Collection

Library patrons or the parents of juvenile library patrons are expected to return library materials promptly and to pay any fines incurred.

- 1 Status of borrowing privileges if the patron has an outstanding account balance.
 - a. If an account balance has reached \$10.00 or more borrowing privileges are suspended until such time as the account is under \$10.00.
 - b. If an account has fines due to lost Inter-Library Loan items, privileges are suspended until such time as the entire fine is paid.

Notations to a patron record will be eliminated when his/her account is settled.

2 Claims returned

On occasion a library patron reports that an overdue notice has been sent in error, and the items have already been returned. This is referred to as a "claims returned" response.

The library will accept a patron's claimed returned response three times. Each instance will be noted in the patron's account.

After three (3) instances, the library will assume that there is a possibility of false reports of "claims returned." The most recent "claims returned" items will be considered overdue on the patron's account. The patron will be expected to return the items or

reimburse the library for the lost materials according to the fee schedule listed.

10. Confidentiality

The following public records are exempt from disclosure and will not be made available for public inspection:

- A. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
- B. Any library records which can be used to identify any library patron.
 - i. The Board of Trustees of the Walkerton-Lincoln Twp. Public Library specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature, in accordance with provisions in the Indiana Code IC 5-14-3-4(b) and IC 5-14-3-4(b)(16).
 - ii. Further, the Board subscribes to the American Library Code of Ethics, which says in part that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted."
 - iii. All library employees are advised that such records, shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
 - iv. Upon receipt of such process, order or subpoena, the library's director, administrative assistant or officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

- v. This policy shall not be construed as a guarantee by the library to its patrons of any absolute right to privacy. The library is not responsible for information gained from a patron record by anyone other than the patron, if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods. However, records of minors can be disclosed only to their parents, stepparents or legal guardian.

Passed and Adopted by the Walkerton-Lincoln Township Board of Directors, this 14th day of October, 2014.