

LIBRARY ACCESS POLICY

Libraries are part of this nation's educational system, and provide an opportunity for community members to enhance their cultural and intellectual development in a variety of media formats beyond what they could get through formal educational programs. The public library has a special responsibility to the community to supplement the cultural, informational and recreational needs of individuals and groups in its community. In this sense, the public library is unique for no other community agency provides that service to citizens.

The North Madison County Public Library System shall endeavor to provide the means through which all eligible persons may have free access to any library materials that it owns, within the constraints of current library policy.

WHO MAY USE THE LIBRARY

Because the public library is accessible to so many of a community's individuals, patrons are placed in one of the following categories:

Resident Borrowers

Any resident and/or property owner within the confines of the North Madison County Public Library System's legally defined district may obtain a green Evergreen Indiana resident card if an accepted current photo ID and accepted proof of residency can be provided. See NMCPLS and Evergreen Indiana Circulation Policies and Procedures for more information. At the present time, the library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette. If a property owner does not reside in the library's legally defined district, but owns property within our district, an accepted current photo ID, proof of ownership and property tax receipt issued in applicant's name and address of the property owned will be required to be issued a green Evergreen Indiana resident card.

Reciprocal Borrowers

In an effort to share resources the Library signed a reciprocal borrowing covenant with the Fairmount Public Library and the Statewide Reciprocal Borrowing Covenant which allows reciprocal borrowing with the Alexandria-Monroe Public Library, Pendleton Public Library, Tipton County Public Library, Hamilton North Public Library and several additional libraries currently on the Statewide Reciprocal Borrowing Covenant list. To receive a reciprocal borrower's card the patron must be in good standing with their home library.

Evergreen Indiana patrons with a home library currently on the Statewide Reciprocal Borrowing Covenant will not be issued an additional reciprocal borrowers card since the green Evergreen Indiana card allows reasonable access to the Library's collection. Patrons meeting these conditions can be issued a computer usage only card for access to the Library's databases.

PLAC Card Borrowers

The North Madison County Public Library System will issue a one year Evergreen Indiana resident borrower's card to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a current Public Library Access Card from their home library or purchase of a PLAC card from a NMCPLS Library and providing accepted photo ID and proof of residency within a served area. Patrons living in an unserved area must first purchase a non-resident card.

Special Patrons

The library reserves the right to provide full or partial library service to any other individual. Such individuals may include long-term, non-resident visitors and non-resident researchers.

Non-resident, Non-reciprocal Patrons

Individuals who reside in areas where no library service exists may purchase an individual borrower's card from the North Madison County Public Library System for an annual charge of \$60.

The library reserves the right to deny full or partial service to any individual who can not provide proof of address, has an outstanding fine/fee balance, or who fails to comply with the general and specific rules of the North Madison County Public Library System as outlined in the NMCPLS Circulation Policy and Evergreen Indiana Circulation Policies and Procedures.

APPLICATION PROCEDURES

Adult Card

Adult patrons can be issued a borrower's card when accepted photo ID and proof of residency has been presented. Patrons applying for library borrowing privileges must complete and sign a library application card. Resident, reciprocal, non-resident, outreach and PLAC are different types of cards that can be issued according to the patron's address.

Card for Minors

Patrons under the age of 18 years old can be issued a borrower's card when parent or guardian has provided accepted photo ID and proof of residency. Resident, reciprocal and non-resident student cards are three different types of cards that can be issued according to the address of parent or guardian. Parents will be required to sign the completed application card in the presence of the librarian. By his/her signature on the child's application card, a parent also agrees to be financially responsible for any library and attorney debts incurred by that child.

Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card can be issued to a student enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation that is not a resident of the library district. Cost \$5.00 a year. Student must be only holder of the card when checking out materials. Adult borrowers will need to purchase a non-resident card for \$60.00. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee. Non-resident students will receive an Evergreen Indiana reciprocal borrower's card valid for a period of 1 year.

In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district.

Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, the Madison-Grant H.S./Middle School and Summitville Elementary School who are not residents of the North Madison County Public Library District may apply for the Teacher Card which will be a blue Evergreen Indiana card.

Teachers applying for the library borrowing privileges must complete and sign a library application card, and have two forms of identification as proof of address. A valid driver's license and current school identification will be required. In addition to listing the home address, the applicant should list the school address and phone number on the application. Teachers shall assume responsibility for fines accrued on their classroom card and any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1st of one school year and expires on July 31st of the following year.

Public Library Access Card - PLAC

The PLAC program allows an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana. These cards are good for one year only, and must be presented to the Library in order to qualify for an Evergreen Indiana resident borrower's card. The holder of a Public Library Access Card must complete a library application card and provide current photo ID and proof of address as outlined above, and have their home library good-standing status verified, before a resident card, good for the term of the Public Library Access Card, will be issued. The North Madison County Public Library System will not require patrons under the age of 18 to have a Public Library Access Card; parents may check out materials for children under the age of 18 using their own card.

Madison County Residents

Three public libraries in Madison County have signed the Statewide Reciprocal Borrowing Covenant in an effort to share resources. Patrons residing in Fall Creek, Green, Adams or Monroe Townships, are welcome to use the North Madison County Public Library System. Qualified patrons will receive a reciprocal borrower's card which will normally be valid for a period of 1 year from date of issue. Residents of Jackson and Richland Townships do not pay library taxes and are not eligible for reciprocal borrowing.

All library users from the Anderson Public Library System must obtain a PLAC Card in order to qualify for borrowing privileges. Information about the PLAC Card may be obtained from any public library.

PATRON DRESS CODE

For reasons of public health and safety, the library reserves the right to ask patrons to leave who are not attired appropriately. Final judgment of what is or is not proper attire shall rest with the library director.

HANDICAPPED ACCESSIBILITY

The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them.

If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person.

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