

## Henry Henley Public Library Circulation Policy

**Access to Materials:** The Henry Henley Public Library does not restrict access to any materials in the collections of the library based on a person's color, religion, national origin, socioeconomic status, sex, age or place of residence.

The library adheres to the American with Disabilities Act of 1990 that assures equal access to all library facilities activities and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

Parents who wish to limit the material accessed by their minor children, must accompany the children to the library and supervise the borrowing process. Parents/guardians should not rely on the library staff for such supervision.

**In-House Equipment:** Public access to computers with access to a printer is available at a cost of \$0.25 per copy.

**Confidentiality of Records:** By Indiana law [IC 5-14-3-4 (b)(16)(A)], all records relating to library customers and their use of library materials and services are confidential. Library staff members are not authorized to disclose such records to a third party. However, the parent or guardian of an unemancipated minor age seventeen (17) or under may have access to the records of their child or ward.

The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of federal, state or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, 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 investigatory power.

**Borrowers:** A borrower may hold only one valid library card at a time and is responsible for all activity on that card. Patrons are responsible for notifying the library staff of any lost or stolen library cards or changes in name, address, telephone, email, or legal status.

Borrowers should present their library card when checking out materials. If a borrower does not present a library card, library staff may accept alternate forms of identification.

Library cards may be deleted after a 2-year period of inactivity.

Any adult residing in Ripley Township may apply for a free library card. For this purpose, we consider an adult to be anyone 18 or over. If a child comes in alone requesting a card, their parent or legal guardian must come in to fill out the application. While the adult will usually be a parent or legal guardian, it can also be a grandparent if they will be the one visiting with the child and will assume the responsibility for the items the child checks out. The parent or

guardian must show one form of photo identification bearing both name and current address. Since the guardian or parent who signs the registration is responsible for any overdue, lost, or damaged materials, parents who's personal account or their children's accounts are blocked may not obtain a library card for their child. The library may also block all children's accounts of blocked parents or guardians.

**Non-residents:** Non-residents must show one piece of photo identification bearing both name and current address or at least two pieces of identification, one with a photo and one with a current address.

- **Non-residents:** Non-residents who live in an area not directly served by a library may purchase an annual \$50 card that expires one year from the date of purchase. All family members who reside in the household may use this card.
- **Public Library Access Card (PLAC):** the state of Indiana has instituted a Public Library Access Card (PLAC), which is required by some public libraries for borrowers who live outside their districts. The PLAC fee is determined annually by the Indiana State Library and is valid for one year from the date of purchase. The current fee is \$65.00.

**Card replacement:** Lost library cards will be replaced for \$2.00. Damaged cards are replaced at no charge. Once a replacement card is issued, previous library cards are invalid and may no longer be used.

**Inactive cards:** Resident customer records will be purged from the circulation system after two years of inactivity unless there are outstanding charges. Non-resident customer records will be purged at the end of the calendar year following the card's expiration date unless there are outstanding charges.

**Loan periods and limits:** The Henry Henley Public Library now adopts the circulation policy of Evergreen Indiana. The circulation matrix is attached. This includes the length of time each item may be checked out as well as the number of items each patron may check out or reserve.

**Reserving Materials:** Patrons may go onto the Evergreen Indiana website to reserve materials if they are available. They will receive an email or phone call when the materials are available at the Henry Henley Public Library.

**Renewing Materials:** In addition to the attached Evergreen Indiana policy matrix in place, the patron may also go onto the Evergreen Indiana website to renew their materials.

**Returning Materials:** Library materials must be returned to the Henry Henley Public Library location. They may be put in the drop box or brought inside to the circulation desk. Use of the drop box does not cancel any overdue fines. Items returned after the library is closed will not be checked in until the following business day. Patrons are held responsible for any item returned

elsewhere (including other library systems), and library staff is not responsible for retrieving any improperly returned material. Patrons must not leave material outside the library if the drop box is full. Non-library materials left in the drop box are considered donations.

**Fines and Fees:** The Henry Henley Public Library will not charge late fees for items that go past the due date. However, if an item is damaged or lost the patron must pay to replace the item or any other fees that the owning library charges.

**Fax:** Fax service is available at the Henry Henley Public Library during regular library hours. The charge is \$1.00 per outgoing calls.

**Photocopies:** The Henry Henley Public Library offers photocopying at the circulation desk during regular library hours. The cost for photocopies is \$.25 per page.

**Loss of Privileges:** A patron’s access to materials may be limited due to overdue materials or fines and fees. A patron’s card will be blocked, and no new circulation services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines or fees. Patrons may renew overdue circulating materials until their account reaches the threshold of \$10 or more in unpaid fines and/or fees. A patron’s card may be “blocked” if related group or family member cards are “blocked”. A patron may also be “barred” if circumstances warrant.

Adopted on: \_\_\_\_\_

Signed:

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