**Odon Winkelpleck Public Library**

**General Library Policy**

(Adopted 12/14/2005)

(Updated & Approved: September 10, 2019)

**I.** **Mission Statement**:

The Odon Winkelpleck Public Library seeks to expand the horizons of the North Daviess Community by providing literary, cultural, and informational resources to all.

**II. Nondiscrimination Statement**

The Odon Winkelpleck Public Library serves all residents of the library district and visitors without regard for race, color, national origin or ancestry, religion, age, sex, gender identity (including gender expression), sexual orientation, disability, marital status, family/parental status, socio-economic status, or political beliefs.

**III. Library District**

The library district is Madison Township in Daviess County, Indiana, which includes the town of Odon. The library is funded by property taxes from this area. The services of the library are free to residents and property owners of the library district. State law (IC 36-12-2-25) requires that non-residents must be assessed an annual fee of no less than $25 which then gives them complete use of library services. Exceptions to the non-resident fee are allowed for (1) North Daviess students; (2) North Daviess teachers borrowing material for classroom use; (3) card-holding members of other Indiana library districts which have signed reciprocal borrowing covenants; (4) residents of townships contracting for library service (currently, Van Buren township), and (5) those who hold a statewide public library access card (PLAC) (IC 36-12-7-2).

**IV. Age requirements**

Patrons must be age 5 or older to register for a library card. Patrons under age 14 must have a parent or guardian’s signature on their registration card.

**V. Circulation**

Circulation policy for the Library tracks that of the Evergreen Indiana consortium. A summary and local policies will be followed but the Evergreen Indiana Circulation Policy should be consulted for updated guidelines.

The loan period is three weeks for books, musical CDs, audiobooks, and non-fiction videos. Magazines and feature videos have a loan period of one week. A few materials are designated reference and are for in-library use only. Most items may be renewed one or two time**s** if they are not reserved. Phone renewals are allowed.

Whereas, the library is a ‘Fines Free’ library fees will not be applied to items that are returned late. However, items that are damaged/lost will be assessed and a fee charged to the patron’s account. Patrons with $10 or more in outstanding fines will not be able to borrow more materials. The maximum fine for an item *that has not been returned* is $10 or the value of the item, whichever is less.

New patrons are limited to five items, only three of which may be videos. Patrons who establish good return records may borrow more. Those with a history of lost or delinquent items and outstanding fines will be restricted to fewer items and must return all items and maintain a ‘fee’ balance of less than $10 to borrow more.

Patrons are responsible for damaged or lost library materials to the extent of the cost of replacement. Lost items may be replaced with donations of similar value and quality.

Patrons are responsible to return items in a timely fashion. The library will attempt to contact the patron by phone or email when an item is one week overdue. If the item is not returned after two weeks, a letter will be sent. Anything not returned after 45 days will be charged to the borrower at the full purchase price. The borrower will not be allowed to check out any books or other items from the library until the bill is paid or the item returned.

Interlibrary loan service is available only for patrons in good standing. Good standing is defined as consistently returning borrowed items by the due date and having no outstanding fines. All expenses incurred for interlibrary loan service must be paid by the person desiring such services.

**VI. Controlled substances**

Smoking (including electronic cigarettes) is not permitted on library property. Alcohol or illegal drugs are not allowed anywhere on library property.

**VII. Behavior**

Any activity which interferes with the rights of other patrons to use the library, which could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment or materials is considered disruptive and unacceptable. The library reserves the right to require anyone who violates these rules of conduct to leave the premises and may restrict library privileges for a specified period. Unlawful activities will be reported to the police and, when appropriate, violators will be subject to arrest.

Disruptive behavior includes, but is not limited to:

 \* Abuse/vandalism of library facilities, equipment or material

 \* Abusive or obscene language‑ language that is offensive to other patrons and staff

 \* Any illegal activity

 \* Excessive noise and other disturbances‑ Loud conversation, laughter or music which is disturbing to others is not allowed. Patrons are not to run or otherwise engage in disorderly conduct.

 \* Harassment – physical, sexual, or verbal abuse in any form of other library users or library staff

 \* Intoxication

 \* Personal hygiene issues leading to complaints by library users.

 \* Refusing to comply with the reasonable requests of any member of the library staff.

**VII. Unattended Children**

* Children under the age of 8 must be accompanied by a parent or guardian while in the library.
* Children left unattended at the library 15 minutes before time of closing may use the phone to call for a ride home. If the child has not been picked up at closing time the library staff will try to contact the parent/guardian. If no answer, the staff will contact local authorities and place a note on the front door of the library informing parent/guardian where they can find their child. The library staff will stay with the child until the child is in the care of responsible adults.
* A patron/child will never be placed in a staff vehicle and taken anywhere.

**IX. Telephone use**

The library phone is provided for library business only. Patron use of the library phone shall be limited to short, local calls for such needs as arranging pick-up. No patron shall use the library phone to conduct personal business.

**X. Weather Closing**

The library may be closed for reasons of inclement weather at the discretion of the library staff.