

## **NMCPLS Circulation Policy**

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.

On October 21, 2014, the North Madison County Public Library System (NMCPLS) adopted the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

Effective September 16, 2021, the North Madison County Library System will no longer charge overdue fines. Items checked out to patrons are automatically renewed on the due date as long as renewals remain available and the item is not on hold for another patron. When all renewals have been exhausted, the item needs to be returned to the library for other patrons to discover.

The following items further explain and define the Evergreen Indiana and NMCPLS circulation policies and procedures:

1. Residents and/or property owners applying for library borrowing privileges must complete and sign a library application card and must present an accepted form of photo ID with current address. If the applicant's address is not correct on the photo ID, one item from the proof of residency documents with current address will be required.
  - a. EI Accepted Forms of Photo ID
    - i. Valid Indiana Driver's License which displays a current address
    - ii. Valid Indiana State ID which displays a current address
    - iii. Current government issued photo ID (e.g., military ID, passport)
    - iv. Valid identification issued by another State (e.g., Driver's License)
    - v. Valid current university or college identification (e.g., Student identification)

- b. EI Accepted Proof of Residency Documents
      - i. Valid voter registration card
      - ii. Computer generated bank statement issued in applicant's name within the last 30 days
      - iii. Computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
      - iv. Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
      - v. Change-of- address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
      - vi. Apartment lease signed within the last 30 days
      - vii. Property tax receipt issued in applicant's name
2. In addition to the required ID or proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must have or obtain a library card in their name in good standing. For Non-resident student cards, the parent will not be required to purchase an adult non-resident card unless the parent would like to check out items. For more information on non-resident cards see the Library Access Policy.
3. Patron's current Evergreen Indiana card or photo ID is required to check out items.
4. Parental or legal guardian permission is required for patrons under the age of 18 to check out DVDs. All minors will be designated as "limited access" unless permission has been given.
5. Parents or legal guardians of children under the age of 18 are responsible for fees on the child's account.
6. Reference materials, including materials from the Indiana Collection, will not be loaned to any patron. These items are to be used while in the library only.
7. During Evergreen Indiana updates or if the Evergreen Indiana server is down patrons will be limited to checking out a maximum of 5 items.
8. Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee and the cost of the lost item.

If item is returned in good condition and is added back to the collection for circulation, the processing and lost fees will be removed from the patron's account.

9. If an item is returned damaged beyond repair, the patron is responsible for the cost of the item and a \$3 processing fee. Patron will be informed via mailed letter of the assessed charges. The damaged item will be kept for 30 days to allow patron to view the item and then discarded. If the damaged item can still be circulated after repairing or replacing parts, the patron will only be charged the processing fee. For example, the DVD case is damaged and needs replaced, but the DVD stills functions properly.

## **OVERDUE NOTIFICATION PROCEDURE**

When materials become overdue, the Library cannot tell if patrons have simply forgotten to return them in a timely manner, or if they intend to never bring them back. And because taxpayers' money is involved, the Library feels a legal and moral obligation to make every effort to recover those materials. Items that are missing are denied to other patrons and if they cannot be recovered in a timely fashion, the Library often must spend additional funds to purchase duplicate materials.

The recovery of overdue materials is a labor-intensive and time-consuming process. While the Library will make every effort to work with patrons to lessen or dismiss accumulated fees if extenuating circumstances are involved. The Library cannot allow patrons to retain possession of materials for indefinite periods and then expect to have all penalties forgiven. Patrons should understand that the burden of responsibility for returning past due items falls upon themselves.

The following rules are established to expedite the process of recovering overdue materials:

1. When an item is checked out, the patron is given a date due slip. This constitutes the FIRST NOTICE.

2. Borrowing privileges are revoked immediately after fees on lost or damaged material(s) becomes greater than \$10.00.
3. If one or more card holders living in the same household collectively have a fee balance over \$50, the entire household will be blocked until each individual account is at or below \$10.
4. The Library will mail reminders to the borrower. Overdue notices are generated to send via USPS mail at the following intervals: 14 and 28 days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 day notice is sent via first class mail. The 28 day notice alerts the patron that the item(s) is now considered lost. This notice is sent via certified mail to the patron's last known address along with a copy of IC 35-43-4-3.5 – Failure to return or pay for articles borrowed from library, gallery, museum, collection, or exhibition.
5. The Library will also mail a collections notice seven days after the patron's fines have reached \$25. This notice informs the patron that fines on this account have not been paid and may be turned over to a collection agency.

Adopted: October 13, 2014 to become effective October 17<sup>th</sup>, 2014

Updated: November 10, 2014, March 23, 2014, September 21, 2015, May 16, 2016, August 10, 2020, November 8, 2021, August 12, 2024, September 9, 2024, October 14, 2024.