

# 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 with current address is provided. If the address is not correct on the photo ID, provide an accepted proof of residency. 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 the library district, an accepted current photo ID, and proof of ownership will be required. Proof of ownership can be a property tax receipt issued in the applicant's name.

### Reciprocal Borrowers

In an effort to share resources the Library signed a reciprocal borrowing agreement with the Fairmount Public Library and the Statewide Reciprocal Borrowing Covenant which allows reciprocal borrowing with the Pendleton Public Library, Tipton County 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 and provide an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.

### PLAC Card Borrowers

The North Madison County Public Library System will issue a one-year Evergreen Indiana resident card to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a PLAC Card from their home library or purchase of a PLAC card from a NMCPLS Library and provide an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.

### 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.

## Patrons Without a Home/Migrant Workers

Upon providing a current Photo ID and proof of address from the local shelter, patrons without a home can be given a library card using the transitional user type which will allow the patron to check out a maximum of 3 items and will have an expiration date of 3 months.

Migrant workers may also be issued a library card using the transitional user type upon providing a current photo ID and proof of residency at any migrant housing facility.

## 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 \$65.

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 an accepted current photo ID with current address is provided. If the address is not correct on the photo ID, provide an accepted proof of residency. 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 an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided and holds an adult borrower's card in good standing. Resident, reciprocal, and non-resident student cards are three different types of cards that can be issued according to the address of the 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, the parent or guardian 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 that is not a resident of the library district and is enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation. Student must be only holder of the card when checking out materials. 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.

If the parent wants to check out materials for their personal use, the purchase of a non-resident card will be required.

## 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.

Teachers applying for the library borrowing privileges must complete and sign a library application card, provide a valid driver's license with current address and current school identification. 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 fees accrued on their classroom card for any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1<sup>st</sup> of one school year and expires on July 31<sup>st</sup> of the following year. A reciprocal borrower's Evergreen Indiana Library card will be issued allowing the teacher access materials at each of the NMCPLS branches.

## Public Library Access Card - PLAC

The PLAC program permits 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 our 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 an accepted 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 using their own card.

## Madison County Residents

Evergreen Indiana libraries located in Madison County are currently, NMCPLS and Alexandria-Monroe Public Library. Evergreen Indiana patrons can use their resident card at other Evergreen Indiana Libraries; therefore, residents living in Monroe Township with a resident card from Alexandria-Monroe Public Library can borrow items from NMCPLS. Patrons of NMCPLS can borrow items from Alexandria-Monroe Public Library.

Pendleton Community Public Library and NMCPLS are listed on the Statewide Reciprocal Borrowing List. Residents living in Fall Creek, Green, or Adams Townships with a borrower's card from Pendleton Community Public Library may request a reciprocal borrower's card from NMCPLS by providing an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided. NMCPLS patrons may contact Pendleton Community Public Library to request a reciprocal borrower's card to use their resources.

Residents of Jackson and Richland Townships do not pay library taxes and are not eligible for reciprocal borrowing unless a non-resident card is purchased from a library.

Residents of Stony Creek, Anderson and Union Townships with a borrower's card from Anderson Public Library or the Lapel branch must purchase a PLAC card to obtain an Evergreen Indiana Resident card from NMCPLS. NMCPLS resident patrons must also purchase a PLAC card to use resources at the Anderson Public Library and the Lapel branch.

## 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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