

Brown County Public Library

Circulation and Fine Policy

Adopted 7/15, revised 2/20

Obtaining a Library Card

All residents of Brown County are eligible for a free library card. All cards are valid for one year. Proper identification, including a photograph, must be presented to obtain a library card.

Acceptable identification includes:

- valid Indiana Driver's License which displays a current address
- valid Indiana State ID which displays a current address
- current government issued photo ID (e.g. military, passport)

If the provided photo identification does not display a current physical address, one item from the list below must also be presented at the same time.

- valid Brown County voter registration card
- apartment lease signed within the last 60 days
- bank statement issued within the last 60 days
- utility bill issued within the last 60 days
- property tax receipt
- printed personal check
- first-class mail postmarked within the last 60 days

A patron must present a library card (or the digital image of the library card stored on an electronic device) which is in good standing with fines under \$10.00 to borrow materials. Materials may be checked out without a library card if the patron already has a valid library card on file by presenting a photo ID or providing their full name, address, and telephone.

At the request of a parent or guardian, a child, at any age, may receive a library card. A parent or guardian must sign for a child's card until the child reaches the age of 18. Parents or guardians must first provide proof of their own residency as they are ultimately responsible for any fines accrued on the child's card. Every effort is made to place materials in the appropriate collection. However, it should be understood that books and other materials from the adult and the young adult collections are readily available to children. Many of these materials contain mature language, images, and themes or depict adult situations. It is the responsibility of the parents or guardians to limit their child's access to library materials if they so choose. Library staff will not prohibit minors from accessing or borrowing such materials with the exception of DVD restrictions listed in this policy.

A patron may allow access for others to use their card if requested in person or over the phone and noted on their account. These individuals will be listed on the account as authorized users.

In addition, if someone presents a library card that is not their own, the library assumes permission has been given by the library card holder and will proceed with checkouts unless a note has been made on the account stating otherwise.

Confidentiality of Patron and Circulation Records

Library staff members are not authorized to disclose patron and circulation records to a third party. However, the parent or guardian of a minor under the age of 18 may have access to the records of their child.

By Indiana law (IC 5-14-3-4(b)), all records relating to library patrons and their use of library materials and services are confidential. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, or 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.

The library recognizes that certain federal laws, including the Patriot Act, may allow federal law enforcement officials to access records, including those of libraries, through means outside of those defined by state law.

Patron Responsibility

Patrons are responsible for the care and return of all materials checked out on their library card. Materials checked out on a library card are the responsibility of the individual to whom the card is issued. By borrowing a book from the library, the patron is deemed by the library to have agreed to return the book to the library by the stated date and in reasonably the same condition as it was in when borrowed. Patrons are fully responsible for any damage or loss of materials checked out to them. Fines for late, damaged or lost materials will be applied to the patron's account.

Patrons should notify the library if there is a change of name, address, or phone number or if their card is lost or stolen. The cost of a replacement card is \$1.00.

Patrons must use library materials, including DVDs in accordance with all applicable copyright laws. The library is not responsible for any damage caused to the patron's DVD, Blu-Ray, CD player, or other equipment due to use of library materials.

All items checked out must be returned to the library. Materials returned to other libraries, such as a school library, remain the responsibility of the patron and will continue to accrue a fine until returned to the library.

Checking Out Items

All circulating materials in the library's collection are available for checkout to any patron with a valid library card. Limits may be set for certain types of items or for different patron types.

Checkout periods

A patron must present a card in good standing (fines under \$10.00) to check out materials. All items are loaned out for three weeks with the exception of the Lucky Duck collection, non-instructional DVDs, and museum passes, which are loaned for one week.

Limits

All patrons are allowed to have 50 items checked out on their library card at any one time. Patrons with an Adult card (18 and over) may check out a maximum of 10 DVDs, patrons with a Teen card (13-17) or a Child card (0-12) card can check out a maximum of 3 DVDs.

Only adult cards can checkout R rated and Not Rated films and TV shows with a rating of TV-14 and higher. Teen cards can check out G, PG, PG13 feature films, documentary films and TV series rated TV PG and below. Child cards can check out movies located in the Juvenile DVD collection, only.

Renewals

An item may be automatically renewed twice if there are no existing holds on it. Renewal requests may be made by phone (verification of phone number and address listed on their account will be required), in person, or online using the "*My Account*" feature located on our website.

Renewals extend the loan period of the item for the same amount of time as the original checkout period, three weeks for all items with the exception of the Lucky Duck collection, non-instructional DVDs, and museum passes.

Holds

Library patrons may place holds requests on items currently checked out from the library. Hold requests may be made by phone (verification of phone number and address listed on their account will be required), in person, or online using the "*My Account*" feature located on our website.

Most patron types can have up to 10 items on hold at any one time. Hold requests will be cancelled after 90 days if not fulfilled. Patrons will be notified by email or phone when the item becomes available. Items will be held for 7 days after they become available. Items cannot be reserved for a specific date.

Non-circulating Items

Newspapers and current issues of magazines may not be checked out from the library. Books that have been designated for reference use do not circulate. However, the library staff

may grant exceptions to this rule. Up to five pages of any general reference, Indiana reference, and Brown County reference material may be copied at no charge. Some genealogy and Indiana history materials, such as microfilms do not circulate.

Interlibrary Loan

Titles not available in the collection may be requested through Inter-Library Loan (ILL). Renewals are generally not allowed on ILL requests, however exceptions may be allowed on a case by case basis. Most patron types can have up to 10 ILL items on hold at any one time. Fines for lost or damaged items are assessed by the lending library.

Overdue Fines

A patron's account will be blocked when fines have reached \$10.00. No additional materials may be checked out until a payment has been made reducing fines to under \$10.00. A balance due of less than \$10.00 will not prohibit a patron from checking out materials. An overdue fine on an item will stop accruing when the item is returned.

Patrons may pay all or a portion of overdue fines. Overdue materials incur fines of \$.05 per day for all items except DVDs which are \$.50 per day with a \$10.00 fine cap when **all** items have been returned in good condition. Additionally, the \$10.00 cap is extended to all fines accrued by a family.

All items, except children's Launchpad devices, may be returned in the book drop when the library is closed. Library book drops are emptied three times a day before the library opens. A one day grace period for fines is given on all materials returned on the day after the stated due date as long as the items are returned before the library closes for the day. Fines are not charged when the library is closed due to a holiday, inclement weather or other approved closure. The library will accept the following forms of payment for fines accrued:

- Cash
- Personal check made out to the "Brown County Public Library."

Overdue Notices

Materials are considered overdue if not received one day after the stated due date. Patrons are notified by phone and mail of overdue items. Three overdue notices will be mailed as a courtesy from the library. A fourth long overdue notice is mailed at 120 days to inform patrons that the materials still checked out will now be marked lost. These patron accounts will reflect the replacement cost of the items. However, if all items are brought back in good condition, a cap of \$10.00 will be assessed.

Failure to receive notices does not exempt patrons from the responsibility of payment for damaged or lost library materials or overdue fines.

Lost and Damaged Materials

To maintain a collection of appealing items in good condition for public use, the library assesses fines for lost or damaged materials. Borrowing privileges are suspended if a patron account has a fine of \$10.00 or more.

An item will be marked lost if a patron notifies the library that they are unable to locate the item. A replacement cost will be charged to the patron's account. No refund will be given to a patron for a found lost item for which a patron has paid.

If returned materials are damaged to the extent they cannot be put back on the shelf the patron will be charged the replacement cost of the item. The patron is eligible to keep the damaged copy once it has been paid for.

Items returned with replaceable missing parts or repairable damage will be assessed a charge for the replacement of parts or repair. If parts cannot be replaced, the patron will be charged the replacement cost of the entire item. The replacement cost for damaged or missing CDs is \$10.00 per disc, Playaway battery covers cost .50, and locking DVD cases cost \$2.25.

The library does accept replacements in lieu of payment for lost or damaged items. However, it must be an **exact** replacement copy or it will not be accepted. Arrangements **must** be made ahead of the purchase. Used items are not accepted.

Waiving Fines

The library director may waive, reduce or provide a payment plan for damaged or lost material fines if extenuating circumstances so warrant. This may result in limiting the number of items a patron may checkout until fines have been paid down. The library may also choose to waive fines for promotional reasons.

Claims Returned or Claims Not Checked Out

If a patron believes in good faith that they have returned an item yet the library is unable to locate it, the item be marked Claims Returned on the patrons account. Additionally, if a patron believes in good faith that they never checked out an item listed on their account, the item will be marked Claims Not Checked Out. In both cases, this removes all fees associated with the item from the patron's account.

Patron Types

Proper identification as listed in the section **Obtaining a Library Card** is required for all patron types, including Public Library Access Card (PLAC), Reciprocal Borrowers, and Nonresident Borrowers. For those requesting a Reciprocal Borrowers card, a phone call to the patron's home library checking the current status of their account will be made prior to issuing a library card. The same procedure will be followed for those requesting a PLAC if the patron's home library is not the Brown County Public Library. PLAC and Nonresident patrons will need to pay for a library card. Refer to the fee statement at the circulation desk. Accounts of patrons who have been inactive for 3 years and have no fines or fees will be deleted annually.

Adult - Used for all Brown County residents who are 18 or older. Cards are limited to a maximum of 50 items, including 10 DVDs with no restriction on rating. Cards expire after one year. No fee resident card.

Child 0-12– Used for all Brown County residents who are 12 and under. Cards are limited to a maximum of 50 items, including 3 DVDs with G-rating. Cards expire after one year. No fee resident card.

Nonresident Card – Used for all adult nonresidents who reside in an area where no library tax is levied to support a public library or whose library district does not participate in the statewide reciprocal borrowing agreement. Cards are limited to a maximum of 50 items, including 10 DVDs with no restriction on rating. If a nonresident card is requested by a minor, a resident Child or Teen card will be provided or permission for card usage by the minor can be granted and noted on the account. Cards expire after one year. The nonresident card fee is set annually by the Brown County Library Board of Trustees. Fee required nonresident card.

Outreach – Used only by staff for outreach programming. Books are left off-site in the care of another institution. Cards have extended expiration dates. No fee resident card.

Programming – Used only by staff for programming. Cards have extended expiration dates. No fee resident card.

Public Library Access Card (PLAC) – Used for Brown County residents or nonresidents. The Public Library Access Card (PLAC) is a statewide library card that allows an individual to borrow materials directly from any public library in Indiana. An individual who holds a valid public library card (must provide along with proper identification) may obtain a PLAC from any library. A phone call is made to ensure good standing before a card can be issued. PLAC cardholders must conform to the rules and regulations of the library from which they borrow, including checkout periods and paying fines that may differ from those of their home library.

List the home library on the patron's account in the PLAC RB Home Library text field. PLAC borrowers receive a paper PLAC card and a Brown County Public Library card. Cards expire after one year. The PLAC fee is determined by Indiana Code ([Indiana Code 4-23-7.1-5.10](#)). Fee required resident or nonresident card.

Reciprocal Borrower- Used for all adult nonresidents of Brown County who hold a valid library card from a participating reciprocal borrowing library. The Library participates in a voluntary statewide Reciprocal Borrowing Agreement through the Indiana State Library. A list of participating libraries is available on their website. A phone call to the patron's home library to check the current status of their account will be made prior to issuing a library card. Cards are limited to a maximum of 50 items, including 10 DVDs with no restriction on rating. If a reciprocal borrowing card is requested by a minor, a resident Child or Teen card will be provided or permission for card usage by the minor can be granted and noted on the account. Reciprocal Borrowing cardholders must conform to the rules and regulations of the library from which they borrow, including checkout periods and paying fines that may differ from those of their home library. List the home library on the patron's account in the PLAC RB Home Library text field. Cards expire after one year. No fee nonresident card.

Staff – Used for anyone currently employed by the Brown County Public Library. No fee resident or nonresident card.

Teen 13-17- Used for all Brown County residents who are 13-17. Cards are limited to a maximum of 50 items, including 3 DVDs with a rating of G, PG, PG-13, or documentary. Cards expire after one year. No fee resident card.

Teacher Cards -Used for residents who are teachers in Brown County. An individual employed as a teacher by an educational institution in Brown County (must provide proof of employment) is eligible to receive a library card with extended checkout periods, increased checkout limits, and waived late fees. Teachers who live in Brown County may have a personal library card in addition to their Teacher card. Cards expire at the end of the school year. No fee resident card.

Teacher Nonresident -Used for all nonresidents who are teachers in Brown County. An individual employed as a teacher by an educational institution in Brown County (must provide proof of employment) is eligible to receive a library card with extended checkout periods and increased checkout limits. Cards expire at the end of the school year. No fee nonresident card.