

# PLYMOUTH PUBLIC LIBRARY CIRCULATION POLICY

---

Library cards are issued at no charge to residents or real property owners of Center and West townships of Marshall County. Only one card will be issued per resident unless otherwise outlined in this policy. This policy supersedes any prior policy or associated policies regarding circulation of materials or library cards at the Plymouth Public Library.

Plymouth Public Library enters into an annual contractual agreement with North and Polk townships. Library cards are available to individuals who reside within these townships at a discounted rate. These cards are available as long as funds are available.

## **Confidentiality of Records**

The Board of Trustees of the Plymouth Public Library acknowledges that patron records are confidential. Such records will not be made available to any agency of federal, state or local government except pursuant to such process, order or subpoena as may be authorized by law. The issuance and enforcement of any such process, order or subpoena must be through a proper showing of good cause made in a court of jurisdiction.

## **Standard Library Card Registrations**

At the time of application, adults aged 18 and older must provide current photo identification and proof of current physical address within the library district and mailing address (if different) where mail may be received.

## **Valid Form of Identification**

The following forms of identification are acceptable for all card types:

- Valid Indiana Driver's license with current address
- Valid Indiana ID with current address
- Valid Indiana Driver's Learner Permit with current address
- Consular ID with current address

In the absence of any of the above forms of identification, the customer may also present one item from each of the lists below as acceptable forms of identification for a library card. All items must be current and up to date.

### List 1

- State-issued
- Driver's License, ID or Learner's Permit with out-of-district address
- Permanent Resident Card (Green Card)
- Birth certificate
- School ID card
- Immigration papers
- Medicare-Medicaid card
- Passport
- Social Security card
- Voter Registration card
- Workplace ID card
- Plymouth ID card

- List 2 (e-statements are acceptable)
- Bank statement
- Credit card bill
- Lease receipt
- Recent (within 30 days) In-district Motor Vehicle Registration
- Official Postal change of address verification
- Paycheck stub with preprinted name and address
- Property tax receipt
- Rent receipt
- Utility bill

At the time of application library staff will verify all addresses using an online system to ensure that they are in the correct taxing district.

If a patron is applying for a library card based on owned property rather than a home address they must provide a recent tax statement or receipt in their name. Each member of the immediate family living in the same household as the property owner is eligible for a resident library card.

### **Conditions of card use**

The card holder (or parent/guardian) assumes responsibility for materials borrowed with the library card and for any charges incurred. The card holder will give immediate notice of any change of address or loss of library card. New library cards will be mailed by Plymouth Public Library as address verification.

### **Card Use**

- The registration term for all patron types will be 3 years unless otherwise noted.
- The library will annually purge or mark inactive accounts with no activity for the last 3 years and owe no fines or fees to the library.
- Each borrower must have and use their own library card. Circulation staff have the right to refuse checkout without a library card.
- Privacy of patron use is strictly enforced and information regarding checkouts, overdues, and holds will not be shared with anyone except the card holder. The responsible parent or legal guardian may be informed of any information on a minor's account.

### **Library Card Types**

#### **Adult Resident**

- Registration term - 3 years
- Full borrowing privileges are extended to those who live or own property in Center or West township.
- Adult patrons who are under the legal guardianship of another adult and who are unable to enter into legal agreements must follow the procedures and policies of a young adult patron. In all cases, proof of legal guardianship must be provided by the legal guardian.

#### Young Adult Resident

- Registration term - 3 years
- Used for resident patrons ages 12-17.
- Borrowing privileges are limited to those eligible for this card type.
- If a child has 2 parents under separate residency 2 cards may be issued to the child. A responsible parent or legal guardian is responsible for the use of each card.

#### Juvenile Resident

- Registration term - 3 years
- Used for resident patrons ages 0-11.
- Borrowing privileges are limited to those eligible for this card type.
- If a child has 2 parents under separate residency 2 cards may be issued to the child. A responsible parent or legal guardian is responsible for the use of each card.

#### Non-Resident

- Registration term - 1 year
- Any person who is not a resident of Center or West township may pay for a non-resident card. The cost is commensurate with the cost of supplying services to borrowers who pay library taxes. The cost is based on the Indiana State Library formula and may change annually. Each member of the immediate family living in the same household as the non-resident cardholder may be issued a card.
- Full borrowing privileges are extended to those eligible for this card type.
- Young Adult and Juvenile cards are available for non-residents residing in the household of the Non-Resident Adult cardholder. Loan privileges are the same as Young Adult and Juvenile resident cards.

#### Adult North or Polk Township

- Registration term - January 1 through December 31 each year
- This card type is available to those who reside in North or Polk township and have a card through the annual contractual agreement between Plymouth Public Library and these townships, as long as funds are available.
- Full borrowing privileges are extended to those eligible for this card type.
- As per state guidelines, only one card may be issued to each household. In addition, each card may only be used by the card holder.

#### Adult Reciprocal

- Registration term - up to 1 year, based on home library card expiration date
- Any individual who has a home library card in good standing with any of the Indiana libraries on the list of Statewide Reciprocal Borrowers Covenant Libraries may obtain a Plymouth Public Library card at no charge with all rights and privileges of a Plymouth Public Library resident card holder.
- Full borrowing privileges are extended to those eligible for this card type, with the exception of Interlibrary loan services.
- Applicants must be in good standing with their home library to renew this card.
- Young Adult and Juvenile reciprocal cards are available. Loan privileges are the same as Young Adult and Juvenile resident cards.

### Educator

- Registration term - 1 year or less
- Used for teachers of grades K-12 who do not live in the district but are employed by a school system that operates at least in part in Center and West townships. For the purpose of this card an educator is defined as any permanent staff providing instruction in the school or any school administrator. The card is valid for school and professional use at Plymouth Public Library only. All educators must show a valid form of identification and proof of employment at the school in the form of documentation that includes the teacher's name, the current year and the name of the school.
- Borrowing privileges are limited to those eligible for this card type.
- Card expires on Aug 1 of each year

### Non-Resident Student

- Registration term - 1 year or less
- Used for patrons in grades K-12 who attend a school system that operates at least in part in the library's service area. Only one card per child is allowed. A responsible parent or legal guardian is responsible for the use of this card. Students 18 and older do not require parental signature. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year and the school name.
- Borrowing privileges are limited to those eligible for this card type.
- Card expires on August 1 of each year

### College Student & Educator

- Registration term - 1 year
- Used for patrons enrolled in a college or university that physically operates at least in part of the library district. College students who are not 18 years of age must follow all rules and procedures associated with juvenile registrations. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year and the school name. This card is also available for staff and faculty of this college or university.
- Full borrowing privileges are extended to those eligible for this card type.
- Card expires on Aug 1 of each year

### PLAC

- Registration term - 1 year
- The Public Library Access Card (PLAC) program is a statewide library card and allows an individual to purchase a card which allows them to borrow materials directly from any public library in the state of Indiana. Plymouth Public Library cards will be issued to those who have purchased a PLAC card. These cards may be purchased at the home library or Plymouth Public Library. PLAC cards are valid for one year from the date of purchase. The cost of a PLAC card is set by the Indiana State Library and may change annually.
- Full borrowing privileges are extended to those eligible for this card type, with the exception of Interlibrary loan services.

### Temporary

- Registration term - 6 months
- Individuals who do not have a permanent residence in Plymouth Public Library district but have reason to be in the area for less than 6 months may apply for a free library card. This includes residents of temporary housing or shelters. All applicants must supply a valid form of identification and some proof of address with their name on it.
- Full borrowing privileges are extended to those eligible for this card type.

### Employee

- All Plymouth Public Library employees will be entitled to a library card at no cost for the duration of their employment. Staff cards will be billed in full for lost or damaged materials. At time of separation of employment, the staff card will be changed to a regular adult card, if possible.
- Full borrowing privileges are extended to those eligible for this card type.

### **Card Renewals**

A photo ID with current address must be presented at the time of renewal to ensure that all information is correct.

### **Replacement Cards**

Replacement cards may be issued at no cost. Proper identification must be presented to obtain a replacement card.

## **Library card types borrowing privileges**

Item Type	Library Card Types					
	Adult Resident, Non-Resident, Adult North or Polk Twsp, College Student & College Educator, Temporary, Employee	Young Adult Resident	Juvenile Resident	Adult Reciprocal, PLAC	Educator	Non-Resident Student
Adult Audiobook & Playaway	X	X	X	X	X	
Kids Audiobook & Playaway	X	X	X	X	X	X
Board game	X	X		X	X	
Adult book	X	X	X	X	X	
Kids and Tween book	X	X	X	X	X	X
Adult DVD	X			X	Nonfiction only	
Young Adult book	X	X	X	X	X	X
Kids DVD	X	up to 5/time	up to 5/time	X	X	up to 5/time
Equipment	X			X		
Interlibrary Loan	X					
Kits, such as Legos	X	up to 1/time		X	X	
Adult magazine	X	X	X	X		
Kids magazine	X	X	X	X	X	X
Adult Music CD	X	X		X	X	
Kids Music CD	X	X	X	X	X	X
Video Games	X	up to 2 "E" or "T"/time		X		
Launchpad	X			X		
Wonderbook	X	X	X	X	X	X
Databases, Libby & Hoopla	X	X	X	X		

## **Loan Circulation**

Borrowing privileges may depend on library card type.

<b>Item Type</b>	<b>LoanPeriod</b>	<b>Limit on Card</b>	<b>Holds</b>	<b>Renewals</b>	<b>Auto renew</b>
Audiobook & Playaway	21 days	None	3 days	2 times	No
Board game	7	3	3 days	1 time	No
Book	21 days	None	3 days	2 times	No
DVD	7 days	10	3 days	1 time	No
Equipment	7 days	2	3 days	None	No
Interlibrary Loan	*depending on lending library	*5		*depending on lending library	No
Kits, such as Legos	7	2	3 days	None	No
Magazine	7 days	5	3 days	1 time	No
Music CD	21 days	None	3 days	2 times	No
Reference	*special permission only	0		None	No
Video Games	7 days	3	3 days	1 time	No
Launchpad	7 days	3	3 days	1 time	No
Wonderbook	7 days	3	3 days	1 time	No

## **Renewal**

- Items with outstanding holds will not be able to be renewed.
- Item renewal dates cannot exceed a library card expiration date.

## **Overdue notices**

Notice	Time from due date	Contact Method
Pre-overdue	2 days before	email
1st Notice	14 day after	email & long overdue letter
2nd Notice	28 days after	email & lost status letter, plus postage fee
Final Notice/Collection letter	15 days after 2nd notice	Collection letter plus \$15 collection fee

Overdue items borrowed through interlibrary loan (ILL) may have fines/fees assessed by the lending library. Plymouth Public Library may pass those associated costs on to the borrower.

## **Lost and Damaged Items**

The library cardholder is responsible for the replacement or repair cost of any lost or damaged items which have been checked out on his or her card, and the library will assess charges for lost or damaged items. Parents or legal guardians of minor children are responsible for the replacement or repair cost of lost or damaged items checked out on their children's cards.

- Borrowing privileges will be suspended for any unpaid fees associated with lost or damaged materials, or overdue ILL materials.
- The 1st overdue notice is 14 days after the overdue date. A replacement cost will show up with the title in the notice, but it is not put on your record.
- The 2nd overdue notice will include a date 28 days from the due date. Items must be returned or renewed by this date. Items not returned or renewed will be considered lost. The system will automatically change the item's status to lost and full replacement fee of the item will be put on the record. Returned materials can be checked in with no fees, other than the postage fee at this point. The postage fee must be paid by the patron and cannot be waived by the library.
- At 15 days after the 2nd notice or 43 days after the due date, a collection letter will be sent and a \$15 collection fee will be added to your account. If the overdue items are returned, only the \$15 collection fee and postage fee will stay on your account and cannot be waived by the library. If the items are not returned, they are considered lost and the replacement cost, a processing fee, and collections fee will be added to the patron's card, in addition to the 2nd notice postage fee.
- Lost items may be returned at any time before the replacement fee is paid. If an item is returned the patron will be credited the replacement fee minus the accrued fees.
- Lost items that have been paid for cannot be returned. No refund will be given.
- The library will not accept replacement copies of items in lieu of payment.
- The library reserves the right to assess additional processing fees for checks returned due to non-sufficient funds.
- There may be a replacement cost of no more than \$5.00 for replacing DVD/CD cases or covers, bar codes or spine labels only.
- Repair and/or replacement fees may be associated with equipment, such as launchpads, Legos, chromebooks, etc.



**Holds and Requests**

- Patrons may request items online, in person or over the phone.
- The maximum number of holds on a library card at any one time per person will be 25 items.
- Holds may be delivered to a patron's vehicle by utilizing the curbside service.

**Fee forgiveness**

- Fees of \$50.00 or less may be forgiven or adjusted at the discretion of a supervisor. The Assistant Director and Director may forgive fines in any amount.
- Fees on adult cards that were accumulated when the cardholder was a minor may be waived in their entirety if the supervisor deems them not to be at fault.

**Computer Use**

Children younger than 18 years' old who are using PPL's computers in the library must be supervised at all times by their parent or adult guardian.