

Eligibility for Library Use

- Residents/Non-residents:** Any resident of the North Judson-Wayne Township Public Library taxing district, with a current library card and in good standing, has access to materials offered by the library as long as the rules and policies of the library are respected. Persons living in library service districts that have signed reciprocal borrowing agreements, who are in good standing with their home library district, are eligible to hold a non-resident card and may borrow materials offered by the library as long as the rules and policies of the library are respected.
- PLAC (Public Library Access Card):** This is available to persons who wish to use any library not within their taxing district that has not signed a reciprocal borrowing agreement. This card is purchased at the amount set annually by the state. Cards are valid for one year.
- Unserved Area Borrowers:** Persons wishing to use the Library who do not live in a library taxing district must purchase the right to use the library on an annual basis. The cost of these services is determined by looking at the average cost of library services, through taxes, to Wayne Township residents. This amount is determined by the Library Board of Trustees and will be charged to each individual desiring to use the library. Changes in the fee structure will be determined by a vote of the Library Board of Trustees, as are the fees themselves.
- Transient Residents:** Those who do not have a permanent residence in Wayne Township, or in a library service district that has signed reciprocal agreements, but wish to use the Library's facility may make use of most of the Library's materials and services within the building. A library card will not be granted and library materials may not be taken out of the building.
- School Cards:** A blanket card for each building of the North Judson San Pierre School Corporation will be set up for use by the media specialist to borrow classroom collections. The loan period on the materials will be adjusted to the time needed for class projects. The teacher using the materials is responsible for their return in appropriate condition to the media center for return to us.
- Identification** needed to apply for a Library Card: a valid Indiana driver's license, learner's permit OR state identification card with current address **AND** one of the following forms

of identification, with the same current address, are needed when applying for a North Judson-Wayne Township Public Library card:

- a. Checkbook or bank statement with correct pre-printed name and address
- b. Current utility bill, showing person's name and address
- c. Current rent receipt showing person's name and address
- d. Alien identification card and/or immigration papers

7. **Children** applying for a library card shall be accompanied by a parent or legal guardian, who holds a valid library card. A card will be issued when the child can sign, in print or cursive, both first and last name.

Circulation of Materials

Patrons are required to bring their library cards with them each time they wish to borrow materials. If they do not have their own card or identification they will not be allowed to borrow library materials.

It is the responsibility of the patron to determine the suitability of the materials for his/her personal use. It is the responsibility of parents to determine the suitability of the materials selected by their children.

Vertical File pamphlets, maps, follow the same policy as that for books. Each item is fined separately.

Separate Loan Policy Statements for several categories of materials have been identified individually. The following pages contain those specific policies. Materials without specific individual policies will follow the book loan policy.

Loan Policy

1. **General collection Loan Period:** Books, audiobooks, dvd's periodicals may be borrowed for a two week period, and can be renewed for additional two week periods. Only adult card holders may borrow videos/DVDs. Materials with reserves or designated by the director as high demand items must be returned on the due date.

Current issues of Periodicals can not be checked out.

Teachers may request that certain titles be placed on Reserve status for a period of time, which will mean that those titles will be available for in library use only during that time.

2. **Library of Things Loan Period:** Library of Things Materials may be borrowed for a one week period. Materials must be returned in the same condition as when checked out.

2. **Inter-Library Loan:** Title or subject materials not available in the North Judson-Wayne Township Public Library may be requested through Inter-Library Loan (ILL). Non-residents, reciprocal, and PLAC patrons are NOT eligible for this service. Students should use ILL through their school libraries. (PLAC users are asked to use their home library). The loan period on these items will vary dependent upon the amount of time specified by the lending library and will take into account the amount of time needed to return the material to the lending institution.

3. **Reference:** Most materials marked with "R" (which stands for "Reference") do not circulate.

4. **Reserves:** Patrons may reserve books and some other materials. Reserves are taken in person or by phone. The patron will be notified by phone when the material becomes available. The material will be held for 5 working days and then returned to circulation if not picked up.

6. **Fees:** Items will be considered lost three months after initial check out date. Lost or Damaged items will result in a charge equal to the cost to repair or replace the material plus an additional \$5.00 handling/processing fee per item. If a lost book is recovered within 4 months from the lost declaration, all fees will be waived. Repair cost will be assessed and charged as equivalent with the library's cost of the repairs.

7. **Instructional privileges:** Teachers within the North Judson - San Pierre School Corporation may request that titles be placed on Reserve status for a certain time period. This means that those titles will be available for "in library use only" during that period. Classroom collections may be borrowed via the school media center for use in instructional projects. These collections will be the sole responsibility of the teacher (not the individual students).

8. **Good Standing:** Patrons who are NOT in good standing (those with unpaid fees charged against their card, overdue materials, or those who violate Library Policy) may NOT borrow any materials and may be restricted as to library use by the director

QUOTAS:

A maximum of five (5) videos/DVDs may be borrowed at one time. No patron will be allowed to have more than a total of five (5) videos/DVDs out at a time. The video/DVD borrowing card MUST be presented to the librarian every time the patron wishes to check out videos/DVDs.

DUPLICATION:

Duplication is prohibited as the Library does not hold copyright authorizations on any of its materials.

Liability:

The patron shall exonerate, indemnify, and save harmless the library from all claims or liabilities to all parties for damages or loss to any person(s) or property in any way arising out of or during the use of said items.

CONTENT:

The Library is not responsible for the unauthorized altering of videos/DVDs. When unauthorized altering is discovered, the video/DVD will be corrected or replaced with the altering party held responsible for the costs.

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