

**STARKE COUNTY PUBLIC LIBRARY SYSTEM**  
**CIRCULATION POLICY**

The Starke County Public Library System is a member of the Evergreen Indiana consortium. Evergreen Indiana is an ever-growing consortium of 100+ public libraries located throughout Indiana. Evergreen Indiana library card holders can view the catalogs and borrow materials from other member libraries providing access to over 6.6 million items.

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. You may show the library card via your digital device to check out books. Patrons of the Evergreen Indiana Consortium libraries presenting a picture ID and proof of residence are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations. An Evergreen Indiana library card is not transferrable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

Resident and Outreach cards are valid for two years and can be renewed by showing proof of residency. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student Cards are valid for one year.

**ELIGIBILITY FOR OBTAINING AN EVERGREEN INDIANA LIBRARY CARD**

**Residents**

Library district residents, 18 years or older, residing in one of the eight townships (California, Center, Davis, Jackson, North Bend, Oregon, Railroad, or Washington) belonging to the Starke County Public Library ++System are eligible for the Evergreen Indiana "resident" library card. Proof of Residence must be provided at the time the card is requested.

**Non-Residents**

Anyone not a resident of one of the library's served townships, will be eligible for a non-resident card if their home library has signed the State of Indiana Reciprocal Borrowing Agreement, or if the patron has purchased a Public Library Access Card (PLAC). A list of the libraries that have signed the Reciprocal Borrowing Agreement is available at the Circulation Desk. The home library card and proper identification must be presented before a non-resident card will be issues. The patron must be in good standing at his home library.

## **Underserved Non-Resident**

An adult who lives in an underserved library area may purchase a non-resident library card from Starke County Public Library Service for a fee that is set yearly by the Library Board of Trustees.

Minor non-residents will be issued a card under the same conditions as resident minors.

## **PLAC**

Public Library Access Cards are cards issued by the State of Indiana. The purchase of a PLAC allows a patron to check out books from any public library in Indiana. PLAC are available for a fee which is set yearly by the Indiana State Library using a formula established by the legislature.

Both Non-Resident cards and PLAC Cards are library cards with full access to library materials and services. Reciprocal Borrowers may be subject to more limitations.

## **Minor**

A parent or legal guardian may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines, and payments for lost or damaged materials charged on such minor's library card. It also denotes that the adult or legal guardian is aware that the library has audiovisual materials that minors can check out that may be geared toward a more mature audience. The adult or legal guardian can ask for a "limited access" card that prohibits checking out "R-Rated" movies at the Circulation Desk.

All applicants for an Evergreen Indiana library card must present the required identification in person at the Evergreen Indiana library that will issue the library card. Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines, fees, and payments for lost or damaged materials. Patrons are advised to contact their library to report a stolen or missing library card.

## **Identification Forms**

All applicants must bring one of the following forms of identification:

- A valid Indiana Driver's license which displays a current address;
- Valid Indiana State ID which displays a current address; or
- A current government issued photo ID (e.g., military ID or passport);
- Valid identification issued by another state (e.g., Driver's License);
- Valid current university or college identification card

If the presented identification does not display a current address, the applicant must bring one item from the following recommended list, plus their form of ID listed above:

- Valid voter registration card
- Computer generated bank statement issued in the applicant's name within the last 30 days
- Computer generated utility, credit card company, doctor or hospital bill, issued in the applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued within last 30 days
- Change-of-address confirmation from the U.S. Postal Service showing both prior and current address
- Apartment lease signed within the last 30 days
- Property tax receipt issued in applicant's name

## **Patron Accounts**

Upon receiving your issued library card patrons will be given a PIN. This temporary PIN allows you to register, change your password, and manage your account online. It will provide access to not only Starke County Public Library Systems catalog, but other Evergreen Indiana libraries as well, allowing you to place holds and renew material.

## **Borrowing Privileges**

A patron must present their library card each time they wish to borrow materials and their account must be in good standing. If the card is not presented, the patron must show a photo ID and will be limited to checking out two items. If the library card is lost, a two dollar (\$2) fee will be charged for a replacement.

Starke County Public Library System places a six-month age protection on new items. Local patrons may place holds on such items. Non-local patrons who may wish to place a hold on such items will not be able to receive it via transit, until the six-month age protection expires. If they wish to receive the item sooner, non-local patrons may place a hold on the time, select the owning library as the pickup location, and proceed to the owning library to check the item out.

## **Holds**

Patrons may request that materials be held for them. When the material for which a hold has been placed is available, the patron requesting the material will be called. Patrons will have one week after the hold is filled to pick up the item. If the item is not picked up, it will be put back on the shelf, or sent back to its home library. Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on Reference Materials or Bestsellers with the no-hold designation.

## **Books and Periodicals**

The loan period for new books is two weeks, along with best sellers. Books that have belonged to our collection for longer than a 6 month period, have a three week loan period. Each card holder may check out up to 100 books and/or periodicals at a time. An exception to these limits may be made at the discretion of the Head of Circulation during summer reading, or for extenuating circumstance.

Books may be renewed in person, over the phone, or via our website two times, unless they are new items, which have a one-time renewal. Books may not be renewed if they are already overdue, or if a hold has been placed on the book by another patron. Periodicals may be renewed.

## **Reference Books and Special Collections**

Reference books do not circulate. They must be kept available for all patrons at all times. Special collections (e.g. the Indiana Room Books) may have short or no loan periods. An exception may be made for certain materials under special circumstances with the consent of the Reference Department or Library Department.

## **Inter-Library Loans**

The library will borrow book and/or acquire periodical articles for resident cardholders through Indiana share, Indiana's Interlibrary loan (ILL) System. There is no charge to the patron if an available copy of the book can be located here in Indiana. However, if a book comes from a library outside of the state or the Indiana Share Network, a fee may be charged for return postage. Patrons have a maximum of three (3) ILL requests in the system at one time and may only request the same item three (3) times. Books that are loaned through Indiana Share come from libraries all over the United States.

Since ILL books are on loan and are not owned by the Starke County Public Library System, stricter penalties and fines apply for overdue and/or unreturned books. Failure to return ILL books may result in replacement costs and fines from the loaning library as well as the Starke County Public Library System.

Patrons with overdue ILL books will be contacted by telephone the day after the book was due to the Starke County Public Library System. An overdue fine of \$1.00 per day begins accruing the day after the book was due. If the SCPLS staff is unable to contact a patron by telephone (or the patron does not respond to the telephone notification), a letter will be sent after the book has been overdue for one full week. The letter will require a signature by the patron accepting the mail.

Renewal of ILL book depends on the policy of the lending library. SCPLS staff will inquire if the book can be renewed.

### **Audiovisual Materials**

The loan period for entertainment DVDs and Blu Rays is 3 days; DVDs and Blu Rays that are no longer considered new have a 7-day loan period.

Patrons may check out up to 10 entertainment DVDs and Blu Rays on each card.

The loan period for CDs and Audio Books is two weeks.

DVDs, Blu Rays and Audio Books may be returned to any Evergreen Indiana library.

### **Regular Check-Out Limits, Loan Periods, Renewals and Overdue Fines**

<b>Check-out Limits</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Overdue Fines***</b>
100 Books NEW*	14 Days	1	\$0.25/day/item
100 Books OLD	21 Days	2	\$0.25/day/item
Audiobooks NEW	14 Days	1	\$0.25/day/item
Audiobooks OLD	21 Days	2	\$0.25/day/item
10 NEW Entertainment DVDS or Blu Rays	3 Days	0	\$0.25/day/item
10 OLD Entertainment DVDS or Blu Rays	7 days	1	\$0.25/day/item
10 Non-Fiction DVDs	21 days	1 (new)/2 (old)	\$0.25/day/item
100 CDs	14 days	1 (new)/4 (old)	\$0.25/day/item
100 Magazines**	14 days	1 (new)/2(old)	\$0.25/day/item
3 Interlibrary Loans	Variable	Variable	\$1/day/item
3 Library of Things	7 Days	1	\$0

**\*Best-Sellers are not renewable.**

**\*\* Current Issues of Magazines are not available for check-out.**

**\*\*\*SCPLS does not charge Overdue Fines; however other Evergreen Libraries may charge the Overdue Fines listed above.**

*Adopted by the SCPLS Board of Trustees 2013; Revised May 8, 2018, amended and approved June 2023  
Parts of the Circulation Policy adopted from the Evergreen Indiana Circulation Policy*

## **Fines, Fees, and Overdue Materials**

Starke County Public Library Service is an overdue fine free library; however, we will charge for damaged or lost items. If a patron accumulates unpaid fines in the amount of ten dollars (\$10) or more, the library reserves the right to suspend all borrowing privileges.

Patrons may pay all or a portion of their overdue fines. A patron's record will remain suspended from borrowing privileges, until the fines and fees are under ten dollars (\$10).

## **Overdue Notices**

If the patron has signed up for email or text messaging, they will receive a reminder three days before the item is due. An overdue reminder in the form of a phone call, text message, mail via USPS, or email will be sent to a patron when an item is two weeks overdue. When an item is 28 days overdue, the item will be considered lost. Patrons will receive mail via USPS regarding the lost items.

## **Lost Items**

A patron may inform the library staff that an item is "lost." This will result in the price of the item, any outstanding fines and fees, plus a ten dollar (\$10) processing fee per item, will be placed on the patron's card. A patron may claim that they have already, or have never had, items charged to their card will have those items marked on their record as such.

## **Refunding Payments**

If an item is known to be lost or damaged, a fee will be placed on the patrons account as damaged. No refunds will be issued.

## **Other Patron Services**

### Copies

Black and White Copies: \$0.10

Color Copies: \$0.25

Pages that are printed on both sides will be charged as 2 copies.

Patrons who bring in their own paper will still be charged \$0.10 for each copy. This is due to the use of toner and use of copy machines.

All print-out and copy charges will be consistent with state law.

Patrons are remind that there are legal limits on the duplication of copyrighted materials.

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### Fax

Patrons may receive a fax for \$0.25 per page.

Patrons may send a fax within the U.S.A. for \$1.00 for the first page and \$0.25 for each additional page.

For international faxes, it is \$2.00 for the first page and \$0.50 for each additional page.

### Notary Services

The library offers free notary service. Please call ahead and make sure a notary will be available at the time of your library visit.

### 3D Printing

The library charges \$0.10 per gram for custom 3DPrinting.

### Laminating

The library charges \$0.10 per inch, minimum of 4 inches, to laminate materials.

If you would like something laminated, you may make an appointment or drop materials off to be laminated. If we have a trained library staff member available, you may have your material laminated on-the-spot. Patrons may not operate our laminating machine.

### Disc Cleaning

The library charges \$3.00 per disc to be cleaned.

If you would like one of your discs cleaned, you may make an appointment Monday-Thursday between the hours of 9 and 2:30, to be cleaned by our staff. Patrons may not operate our disc cleaning machine.