

Circulation Policy

Patrons must have a library card in good standing to borrow items. Nonresident patrons must also be in good standing at their home libraries.

Limits on Items per card:

Books/Audiobooks	100
Dvds	5
VHS	5
Magazines	10

Fines must be paid under \$10.00 or a payment made that visit to check out items or use the computers. Borrowing may be prohibited if fines are over \$10.00

Library materials are loaned for a period of 3 weeks

The bookdrop may be used to return materials when the library is closed. Dvds are not recommended to be dropped in the bookdrop because other items falling on them may damage the disc or case. The borrower will be held responsible if this occurs as we cannot tell when the damage ocured.

Items may be renewed by either bringing them in, renewing them online on the Evergreen Indiana website or calling the library. Renewals will only take place if no other patron is on hold for the item.

If an item is lost or missing, the patron must pay the library's price of the materials or bring in the same material as a replacement. If an item is damaged and can no longer be used, the patron must also pay or replace it. If an item is damage but can still circulate, the patron is only responsible for paying a fee appropriate to the damage.

Fines:

Items are charged 25 cents a day, each day they are late. There is a grace period of one day. After a period of 45 days the item will be marked lost in the system and the patron will be charged the cost of the item and a \$10.00 fee. These can be waived if the item is returned.

Overdue Notices:

A patron will receive overdue notices by either mail or email. Patrons who choose email will also get a reminder 3 days before an item is due. Notices go out after 15 days, 30 days, and 45 days. Then the items are marked lost.

The library does not keep track of patron's circulation records after an item is returned. This is for your own privacy. However, patrons can set up their own records using My Account at the Evergreen Indiana Website.

Updated 5/14/14