

**Westville –New Durham Township Public Library**  
**Circulation Policy**

**Acquiring a Card:**

Patrons must have an Evergreen Indiana card in good standing to check out materials from the library. Residents of New Durham Township/Westville may get a card with a valid ID with a current address. Valid ID is government issued ID such as a driver's license, military ID, state ID, etc. If the address on the ID is not correct, the patron will need to bring in a legal document or bill with the correct address and name on it. Examples of acceptable documents are leases, property tax bills, or a utility bill.

Patrons under 18 will need a parent or guardian with a library card to sign them up.

The library also issues non-resident, reciprocal borrowers, and PLAC cards. Valid ID with a current address will be needed. The patron must also be in good standing at their home library. A predetermined fee is charged for Non-Resident and PLAC cards.

Patrons are required to inform the library when any of their contact information has changed.

At registration, patrons are given two library cards (one for a key chain and one card sized) and a PIN number for the Evergreen Indiana site. If cards or PIN is lost it is the patron's responsibility to inform the library.

If an account is inactive for three years, Evergreen Indiana may purge the account from the system as long as no fines/fees or lost items are attached to the card.

**Limits on Items per card:**

Books/Audiobooks	100
Dvds	5
Magazines	10

**Fines and Fees:**

Once cards are issued, patrons are responsible for all items checked out on their card from any Evergreen Indiana library.

Library materials are loaned for a period of 3 weeks

Items may be renewed by either bringing them in, renewing them online on the Evergreen Indiana website or calling the library. The library will also auto-renew items on the day they are due on a patron's card if they are eligible. Auto-renew may not work because of fines, holds on the item, number of times already renewed, etc. If item is not auto-renewed, it is still the patron's responsibility to return the item on time.

The book drop may be used to return materials when the library is closed. Dvds are not recommended to be dropped in the book drop 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 occurred.

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.

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

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 damaged but can still circulate, the patron is only responsible for paying a fee appropriate to the damage.

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 14 days, 28 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.

### **Interlibrary Loans/Holds:**

The library offers loans from other Evergreen libraries as well as SRCS (Statewide Remote Circulation Service) for all residents and reciprocal borrowers in good standing. Evergreen libraries may put up to six-month protection on new items that will cause them to not be available for interlibrary loan until that time period is up.

Reference materials and local history items cannot be put on hold or interlibrary loaned.

**Updated 11/29/18**

**Updated 12/14/20**