### **EVERGREEN INDIANA MEMBER LIBRARIES**

Adams Public Library System Akron Carnegie Public Library Alexandria-Monroe Public Library Andrews-Dallas Township Public Library Attica Public Library Barton Rees Poque Memorial Public Library Batesville Memorial Public Library Benton County Public Library Bloomfield-Eastern Greene Co. Public Library Boswell Grant Township Public Library Brazil Public Library Brookston-Prairie Township Public Library Brownstown Public Library Butler Public Library Cambridge City Public Library Camden-Jackson Township Public Library Carnegie Public Library of Steuben County Centerville-Center Township Public Library Clayton Liberty Township Public Library Clinton Public Library Coatesville-Clay Township Public Library Colfax-Perry Township Public Library Covington-Veedersburg Public Library Culver-Union Township Public Library Danville Township Public Library **Dublin Public Library Dunkirk Public Library Eckhart Public Library** Fayette County Public Library System Flora-Monroe Public Library Fortville-Vernon Township Public Library Franklin County Public Library District Fulton County Public Library Garrett Public Library Greensburg-Decatur County PL Greentown Public Library Greenwood Public Library Hagerstown-Jefferson Township Public Library Hamilton North Public Library Hartford City Public Library Henry Henley Public Library Huntingburg Public Library Hussey-Mayfield Memorial Public Library Indiana State Library Jackson County Public Library Jay County Public Library

Jefferson County Public Library Jennings County Public Library Kendallville Public Library Kewanna-Union Township Public Library Kirklin Public Library Knightstown Public Library Ladoga-Clark Township Public Library LaGrange Public Library Lebanon Public Library Ligonier Public Library Lincoln Heritage Public Library Linden Carnegie Public Library Linton Public Library Loogootee Public Library Lowell Public Library Melton Public Library Middletown Fall Creek Township Public Milford Public Library Mitchell Community Public Library Monon Town and Township Public Library Montezuma Public Library Monticello-Union Township Public Library Montpelier Harrison Township Public Library Mooresville Public Library Morgan County Public Library New Castle - Henry County Public Library Newburgh Chandler Public Library Newton County Public Library Noble County Public Library North Madison County Public Library System North Webster Community Public Library Odon Winkelpleck Public Library Ohio Township Public Library Orleans Town and Township Public Library Osgood Public Library Otterbein Public Library Oxford Public Library Paoli Public Library Parke County Public Library Peabody Public Library Perry County Public Library Peru Public Library Pike County Public Library

Plainfield-Guilford Township Public Library

Posevville Carnegie Public Library Princeton Public Library Putnam County Public Library Ridgeville Public Library Roachdale-Franklin Township Public Library Roanoke Public Library Royal Center-Boone Township Public Library Rushville Public Library Scott County Public Library Shelby County Public Library Sheridan Public Library Shoals Public Library South Whitley Community Public Library Spencer County Public Library Spiceland Town - Township Public Library Starke County Public Library System Swavzee Public Library System Switzerland County Public Library Syracuse Turkey Creek Twp. Public Library Thorntown Public Library Tyson Library Association, Inc. Union City Public Library Union County Public Library Van Buren Public Library Vermillion County Public Library Walkerton - Lincoln Township Public Library Warren Public Library Washington Carnegie Public Library Washington Township Public Library Waterloo Grant Township Public Library Waveland Brown Township Public Library West Lafayette Public Library West Lebanon Township Public Library Westfield Washington Public Library Westville-New Durham Township Public Whiting Public Library Winchester Community Public Library Wolcott Community Public Library Worthington Jefferson Township Public Library

# Welcome to Evergreen Indiana Library!

Evergreen Indiana is a growing consortium of more than 129 public, school and institutional libraries throughout Indiana! With an Evergreen Indiana library card you can borrow materials from other member libraries either in person or by placing items on hold. Items placed on hold will be shipped to your local Evergreen library where you can conveniently pick them up!

In October 2012 Peabody Public Library became the 100th library to join the Evergreen Indiana. If we don't have it here, chances are you can find it in the Evergreen catalog where there are approximately six million items available to you!

You can find the catalog on our website at www.ppl.lib.in.us

### **Lending Policies and Loan Limits**

The items below are for 3-week check out and have 2 renewals:

Books Audio Books

Playaways Music CDs

Magazines Puzzles

Activity Kits

Item	Max #	Check Out	Renews
Hotspots	1	1 Week	0
Library of Things	5	2 Weeks	1
Movies	10	1 Week	1
Video Games	5	2 Weeks	1
Maximum of 100 Items Per Account			

### Fines & Fees

Peabody Library is a

"Fine Free" Library with the exception of our

"Library of Things" & Hotspots.

## Library of Things-\$2.00 a day late fee Hotspots-\$5.00 a day late fee

Accounts are blocked from checking out materials and placing holds when fines & fees reach \$10.00 or have 15 overdue items.

Once an item is **28 days** past due it is considered "**Lost"** and your account will be billed the cost of the item. If the "Lost" item is returned, your account will be credited.

### **Important Policies to Remember**

- You must have a form of your library card to check out.
- Cards are not transferable. Only the library card owner may check out items on their card.
- Items on hold for another patron may not be renewed.
- You may have a maximum of 30 unfulfilled holds on your account.
- Replacement Evergreen Indiana library cards are \$2.00 unless the account has expired.
- Accounts expire every 2 years and must be updated in person with a valid photo ID with current address or proof of residency.



Porter County Library

1160 E. State Road 205 Columbia City, IN 46725

phone: (260) 244-5541 Fax: (260) 244-5653

### Where can I pay my fees?

You may pay fees on your account at any Evergreen Indiana Library. Peabody Public Library accepts payments with cash, check, debit or credit. There is a small service fee to use a card for payment. You can also pay online using your debit/credit card. A convenience fee does apply and partial payments are not accepted online.

# What if my Library card is lost or stolen?

Call the library immediately and we will block your account so no one other than yourself can use your card. Come in to the circulation desk and we will issue you a replacement.

There is a \$2.00 replacement fee for lost cards and you will be required to show proof of ID with your correct address.

Children under the age of 18 will need to have a parent or guardian (with photo ID) with them when replacing a card.

#### How can I renew items?

You can renew items in person at any Evergreen library, over the phone, through your online account or using the Evergreen App. If you come in person or call to renew your materials, please provide your library barcode number.

### What services do you offer?

- We offer Notary services at no cost.
- Faxing. \$1.00 a page for Evergreen card holders and \$2.00 a page for non card holders. Fax receiving is no cost.
- Scanning and emailing at no cost.
- Proctoring Services: Educational purposes is at no cost. Licensing is \$10.00.
- Copying. \$.10 a page for black & white,
   \$.25 a page for color.
- Homebound services for those unable to visit the library. Call 260-244-5541 for more information.
- Public Computers and printing. Price is the same as making a copy located above.
- Appointments for one-on-one computer help.
- Affordable Meeting Rooms for meetings and social events.
- Curb-side Service: Items that have been placed on hold can be delivered right to your car! Park in one of our designated spots and call 260-244-5541.
- Interactive Youth Services department with play area, video gaming area and public computers.
- Inhouse and online programing for all ages! Visit our website calendar at ppl.lib.in.us

### What is your "Library of Things"?

An ever growing collection of home items, tools, musical instruments, lawn games, board games and more! You can visit our website to see a list of items available at ppl.lib.in.us.

# What is a hotspot and what is the policy for checking one out?

A hotspot is a device that provides mobile internet. These devices are limited to Peabody patrons who are 18 years old and over, have held an account for at least 3 months and are in good standing.

They may be checked out for 1 week, and as long as there are no holds on it, you can check it out again.

Hotspots are exempt from our Fine Free program and will incur \$5.00 per day late fee.

### What online services do you offer?

- Here is a sample of what's available.
   Visit https://www.ppl.lib.in.us/all-online-resources/ for complete listings.
- ABCmouse.com
- Ancestory.com
- AtoZdatabases
- Census Finder
- Chilton Automotive Library
- ComicsPlus
- Common Sense Media
- Driving-Test
- Findmypast
- Gale Legal Forms
- Good Reads
- Heritage Quest
- Homework Spot
- Hoopla
- Indiana Federal Documents
- Inspire-Online Learning Library
- Kanapy
- Lexile.com
- Libby
- Mango Languages
- Math.com
- Newsbank
- Rosetta Stone
- Scholastic Book Wizard
- TeachingBooks.net
- Vital Records
- Whitley County Genealogical Society
- YouTube EDU
- AND MORE!

