

Policy

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General

Peabody Public Library (PPL) strives to promote the free and convenient use of library materials and to assure public access to these materials. All library resources may be used in the library by any individual. A valid Evergreen Library Card is required to check out material for use outside the library. Borrowers must have a valid card in their own name and cannot use another individual's card to borrow materials. Library cards remain the property of the PPL and usage may be suspended if policies or the Code of Conduct are violated. Borrower's Cards are free to residents of Columbia City, Columbia Township, and Thorncreek Township, or those who own property in these localities. Likewise, individuals that have a Churubusco Public Library card in good standing may obtain a card from PPL. All individuals must present current proof of identification at the time of registration. Student cards are available for free to individuals who live outside PPL's service area but are enrolled in a school located within the service area. Likewise, teachers that are currently employed by a public school located within PPL's service area but do not reside in the area can obtain a library card for free. Both the Student and Teacher cards must be renewed annually, and proof of enrollment or employment must be presented.

Individuals who are not eligible for a free library card may purchase a Non-resident card. Current non-resident fees will be available on the Peabody Public Library website: <https://www.ppl.lib.in.us/checkout-renewal-and-fines/>. Individuals who have a valid library card from other public libraries in Indiana may purchase a Public Library Access Card (PLAC). The cost is determined each year by the Indiana State Library.

The Peabody Public Library is a member of the Evergreen Indiana Consortium and as such follows their guiding policies concerning lending of materials and patron management. For more information see their website at <https://evergreenindiana.org/>

Peabody Public Library follows the law regarding the confidentiality of patron information. All information associated with a patron's library record including personal identifying information and borrowing history is confidential and will not be shared with other individuals except in the event of a legal warrant being executed by law enforcement.

| Patron Card Type Matrix | | | | | |
|--|--------------|-------------------|---|-------------|---------------|
| Card Type | Years Active | Price | Requirements | Can use EG? | Can use SRCS? |
| Resident | 2 | Free to Residents | Photo ID | Y | Y |
| Non-Resident | 1 | \$85 | Photo ID | Y | Y |
| Reciprocal Borrowers Limited access (no rated R materials) | 1 | \$0 | Photo ID, Active/In-Good standing Churubusco card | N | N |
| Reciprocal Borrowers | 1 | \$0 | Photo ID, Active/In-Good standing Churubusco card | N | N |
| Student | 1 | \$0 | Parent/Guardian Photo ID, proof of attending WCCS | N | Y |
| Teacher | 1 | \$0 | Photo ID, Teacher's ID | N | Y |
| PLAC | 1 | \$65 | Photo ID, Home Library Card | Y | N |
| Outreach (Homebound) | 2 | \$0 | Photo ID | Y | Y |
| Transitional | 3 months | \$0 | Photo ID, Sponsor form | N | N |

Cardholder Responsibilities

Library cardholders are responsible for all use of their cards, including:

- Materials checked out on the card, including those items checked out up to the point a card is reported lost or stolen.
- Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for the use of cards issued to children under the age of 18.
- Caring for and returning materials in a timely manner. Items that are excessively overdue or returned in a damaged state will be assessed fees to cover the cost to replace the item(s). These fees are waived when the materials are returned in good condition.
- Except for emancipated minors, parents or legal guardians assume responsibility for replacement fees that accumulate on the cards of their minor children. Parents and legal guardians may have access to the information associated with materials that have accrued fees. Failure to pay replacement fees will result in restricted borrowing privileges.

Loan periods and limitations vary based on material type. The maximum total number of items, regardless of material type, on one account is 100. Please see the matrix below for more details.

| Loan Periods and Borrowing Limits | | | | |
|-----------------------------------|--------------------------|-----------------|---------|-----------------|
| Material Type | Loan Period | Borrowing Limit | Renewal | Transit Allowed |
| Books | 21 days | 100 | 2 | Y |
| Reference | Not Allowed to Circulate | | | N |
| IN Room | 21 days | 100 | 2 | N |
| Magazines | 7 days | 100 | 2 | Y |

| | | | | |
|--------------------|------------------------------|-----|---|---|
| Music CDs | 21 days | 100 | 2 | Y |
| Audiobooks | 21 days | 100 | 2 | Y |
| Video Games | 14 days | 5 | 1 | Y |
| DVD/Blu-Ray | 7 days | 10 | 2 | Y |
| Library of Things | 14 days | 5 | 1 | N |
| Hotspots | 7 days | 1 | 0 | N |
| Interlibrary Loans | Determined by owning library | | | |

Fines & Fees

Patrons are expected to return materials in a timely manner and in good condition. The Peabody Public Library is a "Fine Free Library" meaning that most materials are not charged a fine for being overdue. Exceptions to the fine free policy are Hotspots and Library of Things materials. The library does charge replacement fees for materials that are long overdue and considered to have been lost. If lost materials are returned in good condition the replacement fee will be removed. The replacement fee is based on the original cost of the material or the system default cost for the material type if the purchase price is not noted in the record. Please see the Fee Schedule for more details.

No refunds will be made for materials patrons have paid for.

Borrowing privileges are suspended when a patron owes the library \$10.00 or more in fees.

Material Recovery

The Peabody Public Library utilizes outside services to aid in the communication and recovery of materials that are long overdue. Accounts that are sent to this service are accessed an additional fee to offset the cost to the library. This is not reported to credit agencies and does not adversely affect credit scores.

Holds

Patrons may place holds on items they want via the library website, Evergreen Indiana app, or with staff assistance. When a hold is placed, patrons will be placed in a queue until the item is available to fulfill the hold. Holds are filled from the Peabody collection as well as the collective Evergreen Indiana collection. Staff do not have control over how long it takes to fulfill a hold, nor do they control the speed at which an item is transported to Peabody.

Once a hold is available for the patron to pick up, the patron will be notified via automated email and/or text message. With the exception of Library of Things, patrons will have seven days from the time a hold is made available to checkout the hold. Library of Things items are held for three days. If the item is not picked up, on day eight of availability the hold will be cancelled and the next individual in the queue will have access or the hold will be returned to its home library/shelf location. Should this happen, the patron may create a new hold to begin the process again. Patrons may have up to 30 active holds on their account at one time.

Interlibrary Loan Policy

The Statewide Remote Circulation System (SRCS) is a virtual union catalog housing accurate holdings for all participating libraries in Indiana. The SRCS interface permits library patrons the ability to request materials from other member libraries, including public, university and special libraries with unmediated access. The general borrowing guidelines for ILLs applies to all SRCS transactions.

General Guidelines for Borrowing Material via ILL

- 1) Material not owned that a patron wants to obtain through ILL is considered for purchase.
- 2) Material that has been considered for purchase but not selected may be requested through ILL.
- 3) Material already owned by the library generally is not requested through ILL. The decision whether to obtain such material through ILL is at the discretion of the librarian in charge.
- 4) Only individuals who have a valid Peabody Public Library card may request material through ILL.
- 5) Any abuse of the system such as not returning material on time will result in the loss of ILL privileges.
- 6) Renewal of ILL materials is at the discretion of the owning library.
- 7) Some requested material may require additional charges. The library will request the material if the patron agrees to pay the additional charge.
- 8) All requests for ILL must be sent by staff.
- 9) The patron is notified when requested ILL material arrives at the library.
- 10) Once a patron has been notified, ILL material will be returned to the owning library after seven days if material is not picked up by the patron.
- 11) Unless otherwise restricted, ILL material loan period expires one (1) week before the date material is due back at the owning library.
- 12) The library only requests materials from other Indiana libraries.

General Guideline for Lending Material to Other Libraries

- 1) Material is only loaned to other libraries; it is not mailed directly to an individual.
- 2) Peabody Public Library lends all items listed as "transiting" in Evergreen Indiana except magazines.
- 3) Irreplaceable material in the Indiana Collection and Genealogical material are not loaned.
- 4) There is no charge to the borrowing library for ILL.
- 5) No fines are charged for material returned late.
- 6) ILL material can be renewed as long as there is no active hold.
- 7) A charge for the replacement cost is billed to the borrowing library if material is damaged or not returned one month after the due date.