

Policy

TITLE: Material Borrowing
General
Cardholder Responsibilities
Fines & Fees
Material Recovery
Holds
Interlibrary Loan

APPROVED BY: Board of Trustees

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NEW () REVISIONS (X)

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.

Card Type	Years Active	Price	Requirements	Can use EG?
Resident	2	Free to Residents	Photo ID	Y
Non-Resident	1	\$95	Photo ID	Y
Reciprocal Borrowers Limited access (no rated R materials)	1	\$0	Photo ID, Active/In-Good standing Churubusco card	N
Reciprocal Borrowers	1	\$0	Photo ID, Active/In-Good standing Churubusco card	N
Student	1	\$0	Parent/Guardian Photo ID, proof of attending WCCS	N
Teacher	1	\$0	Photo ID, Teacher's ID	N
PLAC	1	\$70	Photo ID, Home Library Card	Y
Outreach (Homebound)	2	\$0	Photo ID	Y
Transitional	3 months	\$0	Photo ID, Sponsor form	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	14 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 fulfil 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. Hotspots 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.