

INDIANA FREE LIBRARY

Circulation Policy/Procedures

For Patrons



Indiana Free Library

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Library Memberships

Residents of Indiana School District

Library cards are free to residents of Indiana Borough, White Township, Shelocta Borough, and Armstrong Township (Indiana Area School District). People who live outside of these areas can receive a family membership for an annual fee of twenty-five (\$25.00) dollars.

Membership application cards are available at the circulation desk. All applicants must present proof of their current address to receive a library card. Post office box numbers are not a valid proof of address, because they do not indicate the municipality of the residence. Acceptable proof of address can be a driver's license, piece of mail, lease, utility bill, or other valid forms of ID. Patrons will be asked to verify date of birth to maintain account security online. Upon proof of address the library card application is processed.

Under 18

Applicants who are under 18 years of age must have their application cards signed by a legal parent or guardian. This parent/guardian will be responsible for all fines, lost materials and fees due to the library. Parent cards are linked to children's cards for identification. Parents will be asked to show a photo ID such as a Driver's license for verification and birthdate.

IUP students

IUP students may receive a free library card if they live on campus or in our service area. Students must provide a valid IUP ID as well as proof of their address within the Indiana School District. Non-resident students may use a reciprocal Access PA card from their home library for a card for the Indiana Free Library, unless unserved where fees apply.

Beyond service area

Applicants who live outside the library's service area must pay the fee of twenty-five (\$25.00) dollars at the time the library card is issued. The fee is waived if the patron owns property within the service area and provides proof (e.g. tax receipt). Applicants holding a current library card from another library may also be eligible for a free library card if it has the blue Access PA insignia on the card. These patrons must also provide proof of address as well as a valid, current library card from their home library.

Organization/Business Cards

Organizations/businesses within our service area are eligible for free memberships. A letter from the director/president/owner of the organization must be presented, in which the institution takes full responsibility for any fines, lost material or fees accrued on the card.

All library card holders from our service area receive a blue Access PA sticker on the card, which will give the cardholder the ability to obtain a library card from any other participating Access PA library at no cost.

Temporary Card Policy

Adopted March 9, 2016

A three-month temporary card may be issued for the cost of \$10. The Temporary Card allows a patron to have up to ten checked-out items at any one time, up to ten holds, and access to online library resources. After 90 days, a card may be purchased for an additional 9-month period with full library privileges for the cost of \$15. All items not returned after the three-month period may result in the account being sent to a collection agency.

Renewal of Library Cards

To renew a card the patron must verify his/her current address and birth date for security. There is no charge to renew a library card for a patron in our service area. Paid memberships must pay the annual fee of twenty-five (\$25.00) dollars to renew their card. Email verification is requested at renewal time for online services and newsletter.

A patron may request a new library card due to damage or loss for a fee of fifty (\$.50) cents.

Revocation of Library Privileges (borrowing of materials)

Patrons whose fines are two (\$2.00) dollars and above and/or have overdue materials are suspended from borrowing library materials until the fines are less than two (\$2.00) dollars and/or overdue material is returned. Patrons with suspended privileges are not permitted to use another patron's card, including family members.

Circulation Periods

All materials are checked out from and returned to the circulation desk. Checking in/out of all library material stops ten (10) minutes before the library closes for the day. When the library is closed, materials may be returned to the book drops located at the Front entrance of the library (top of steps) and at the museum entrance. (The book drop at the main entrance is only unlocked when the library is closed. It remains locked while the library is open.) Materials returned to the book drop are checked in the next day that the library is open. If an item or items are returned after hours on the due date, it will be considered late and fines will apply. Museum book drop is emptied a half hour before closing time.

Patrons may borrow up to one hundred (100) items from the library. Patrons are only permitted to borrow three (3) Adult videos and/or 3 Children's videos at a time. Most library material may be borrowed from the library for three (3) weeks at a time. The exceptions to this are: magazines, videos, and circulating reference material. These exceptional materials may be borrowed for one (1) week at a time. Reference materials may circulate with special permission by the Reference Librarian on duty.

Materials may be renewed twice by phone, online, or in person. Pin Number activation is needed to establish online account. Library staff may assist with instructions upon activation. Materials on reserve to another patron may not be renewed for any reason.

Reserves

Library materials may be reserved for a patron on a first-come, first-served basis either in person or online. Once the reserved material is available, the patron will be contacted by phone or email. The item will stay at the desk for three (3) days after notification that the item is in. If the patron fails to pick up the item their name will be removed from the reserve list and the item will go to the next reserve or returned to the shelf.

Interlibrary Loans

Interlibrary loan service is available to any patron in good standing through the library's participation in the Access PA project.

A patron requesting materials not available at the library must fill out an interlibrary loan request form. A patron may not have more than three (3) active interlibrary loan requests at one time. When completing the request, patrons **must** give their name and patron card number and **sign** the bottom of the form. Contact may be made by email if provided or requested on the form. If requesting large print, audio, or video, please mark this on the form in the appropriate line.

Interlibrary loans will not be accepted for duplicates of titles already owned by the Indiana Free Library unless the title is lost or overdue for more than six (6) months. Requests for new materials published in the last **six (6) months** are not honored.

All interlibrary loan materials must be returned to the front desk. No renewals are permitted.

If a patron fails to pick up a requested item, a two (\$2.00) dollar fee will be charged.

As with other library materials, the patron is responsible for their timely return in good condition. Patrons who lose or damage ILL materials will be required to pay the replacement cost, which will be determined by the owning library. If an interlibrary loan item is returned late, an overdue fee of thirty-five (\$.35) cents per day will be collected.

Phone and email requests can only be taken by the interlibrary loan librarian.

Fines, Overdue and Lost Materials

Overdue Materials

Patrons are responsible for knowing when their materials are due.

Materials are overdue if they are not returned before the library closes on the date the materials are due. Materials returned in the library's book drops after the library is closed are not checked in until the next day that the library is open.

Fines are charged for each overdue item at the following rates:

- \$0.20/day for adult and young adult materials to a maximum of \$25.00 per time borrowed or renewed
- \$0.10/day for children's materials to a maximum of \$12.50 per time borrowed or renewed

Fines do not accrue on days that the library is closed.

Patrons may set up automatic email reminders about upcoming due dates by logging into their library account or by asking at the front desk. When materials become overdue, automatic email notifications are sent to patrons who have provided a valid email address.

As a courtesy, the library will notify patrons with overdue materials on the following schedule:

- After material is overdue one (1) week, the library will call with a verbal reminder.
- After material is overdue three (3) weeks, the library will call a second time and mail a notice listing the overdue materials and the library's fine structure.
- After material is overdue 12 weeks, the library will mail a second notice.

Patrons are not excused from responsibility for fines if they do not receive notification of overdue materials. If a patron demonstrates that an item was returned on time, fines may be waived at the library's discretion.

Materials overdue by 180 days are automatically marked lost.

Lost Materials

Patrons are obligated to pay the replacement cost in addition to any overdue fines for materials they have lost or damaged. The replacement cost is defined as the greater of (a) the cover price at the time of purchase or (b) a minimum cost as detailed below:

	Hardcover Books	Paperback Books	Hardcover Graphic Novels	Paperback Graphic Novels	Audiovisual Materials	Magazines
Adult	\$25.00	\$10.00	\$25.00	\$10.00	\$25.00	\$5.00
Young Adult	\$15.00	\$10.00	\$25.00	\$10.00	n/a	n/a
Children's	\$15.00	\$5.00	\$15.00	\$5.00	\$15.00	\$5.00

Patrons will be charged an additional \$2.00 processing fee for each lost or damaged item, except in cases where materials overdue by 180 days have been automatically marked lost. If a damaged item can be rebound, the patron is responsible for paying the bindery fee.

At the discretion of the librarian in charge of the relevant collection, patrons may be permitted to purchase an identical, brand-new copy of an item that they have lost or damaged as a replacement for that item instead of paying the replacement cost; they still must pay any other associated fines or fees.

Patrons who return materials that were marked lost will not be charged for the replacement cost, but still must pay any other associated fines or fees. Refund of replacement costs paid for lost items that were later returned is at the discretion of the library director.

Excessive Cases

Patrons with unpaid fines and/or fees of \$50.00 or more may be submitted to a collection agency. Any fees charged to the library by that agency will be added to the patron's balance.

The library may take further legal action in accordance with the Retention of Library Property Act (Section 6708, Title 18 PA Code (PA CSA 6708)) and the Library Theft Act of 1982 at the discretion of the Library Director.

Memorials/Donations

Donations are always appreciated and patrons may request materials be purchased as a memorial for a friend or family member. Donations and memorials transactions may be performed in person as well as online through our website. Information is located under the "Get Involved" tab by clicking "Donate". Patrons may also find and print the Donations/Memorials sheet and submit via mail and check.

Patron may also donate collection item(s) as a memorial at the discretion of the librarian responsible for that collection. These items need to be brought into the library during our normal operating hours to complete the process.

Material Donation Guidelines

The library is happy to accept new or gently used copies of the following items:

- Popular and genre fiction (hardcover and paperback)
- Recent nonfiction from within the last 5 years
- Classic or important works in academic fields such as history, natural and social sciences, and literature
- CD audiobooks (including original packaging)
- DVD movies and documentaries (including case)

The library **does not accept** the following items, as they cannot be used for the collection or for book sale fundraisers:

Items that are:

- Damaged - moldy, smelly, yellowed, soiled, torn or otherwise damaged, or items that have gotten wet.
- Out-of-date nonfiction, especially medical, business, travel, or computer books more than 5 years old.
- Readers Digest condensed books
- Textbooks or Reference books such as encyclopedias, dictionaries, thesauri, or almanacs
- Magazines
- VHS
- Cassette tapes
- CDs or DVDs without original cases
- Computer software or games

If you are interested in donating a large number of materials, please call the library at 724-465-8841 after 1 p.m. to schedule a drop-off time.

Unattended Children Policy

The Indiana Free Library welcomes the use of its facilities and services by all children. However, the library is a public building, and as such, the Library is concerned with the safety and well-being of all children in the library, particularly those who are at risk because of their vulnerability.

A "vulnerable" child is defined as one who is unable to care for his or her physical and/or psychological needs or is too young to be safe alone inside and outside the facility. Although this may include older children, it applies to all children eight (8) years of age or younger.

- The library is not responsible for the safety or well-being of any patron, including children of any age.
- Children attending library programs are not considered to be supervised or "attended" by library staff.
- The library staff is not responsible for any unattended minor child (that is, any person under 18 years of age).
- The library staff cannot prevent children from interacting with others or from leaving with persons who are not an appropriate chaperone.
- Parents or legal guardians are responsible for the conduct of their minor children (that is, persons under 18 years of age) in the library and/or on library grounds, regardless of whether they are accompanying their children or not.
- It is the responsibility of the parent or legal guardian to know the hours of the library and to pick up their minor children) before the library closes.
- The adult accompanying a "vulnerable" child is responsible for the "vulnerable" child in the library and/or on library property and may not leave "vulnerable" child unattended at any time.
- In the event a "vulnerable" child is unattended, and that child's parent or legal guardian cannot be promptly located within the library or by phone, via the child's assistance, then the library staff will contact the police to protect that child's safety.
- Under no circumstances will a library staff member transport or accompany a child away from the library building.

In the event any caregiver/adult is in violation of this policy on more than one (1) occasion, that caregiver/adult's library privileges shall be immediately suspended, and the length of the suspension shall be determined by the Board.

Indiana Free Library Community Room Rental Policies

The 2nd Floor Community Room may be rented by individuals and groups in compliance with the following policies at a rate of \$40.00 per hour for a two hour minimum, with an additional charge at the rate of \$5.00 per half hour in excess of two hours. Reservations require advance payment at time of reservation. Library events have priority in scheduling. Beyond this there is a consideration of first come, first served.

A cash deposit of \$20.00 is required which is returned upon inspection of the room after use when returned to the original condition.

1. No alcohol is permitted on the library premises.
2. Tables and chairs may be used and returned to the original locations.
3. Kitchen facilities may be used including coffee pots, sink, oven, and refrigerator space.
4. The renter is responsible for damage to person or property in the use of this room.
5. All paper products, decorations, food and drinks are to be brought with rental guests and removed after events.
6. Library supplies are to be untouched or unused during rental time including silverware, dishes, coffee & filters, and any refreshment supplies.
7. No glitter, glue or paint is to be used during rental time.
8. Trash is to be gathered and discarded in a dumpster at the rear of the building.
9. A crumb sweeper can be provided for any particles left behind on the carpet.
10. Spills on carpet, significant messes or damage will result in the forfeit of deposit.
11. Deposits will be returned upon inspection by library staff.

I have read and understand the policies of the Indiana Free Library regarding room rental and will restore room to the original condition after use:
