



LAWRENCEBURG PUBLIC LIBRARY DISTRICT

Circulation Policy

September 27, 2016

In order to provide all users equitable access to materials, the following policy is adopted regarding the circulation of library materials.

Materials from the circulating collections are available for loan during library business hours upon presentation of a valid Lawrenceburg Public Library District borrower's card or a PLAC (Public Library Access Card).

Residents and property owners of the Lawrenceburg Public Library District (Townships of Lawrenceburg, Miller, Logan, Harrison, Jackson, York, and Kelso) are entitled to a LPLD borrower's card free of charge upon presentation of identification and proof of address.

A Reciprocal Borrowing Agreement is in effect with the Aurora Public Library District (Townships of Center, Clay, Caesar Creek, Hogan, Manchester, Sparta, Washington). Residents of those library service areas are eligible for a reciprocal LPLD Borrower's Card free of charge upon presentation of identification and proof of address. Residents of any Indiana public library district that participates in the Indiana Statewide Reciprocal Borrowing Covenant are eligible for an LPLD Borrower's Card upon presentation of a valid card from their home library and proof of address.

Temporary (1 year) cards may be issued to temporary residents with appropriate identification. Students who attend a school located in the Lawrenceburg Public Library District and teachers who are employed by a school corporation located in the LPLD and who are not residents of Dearborn County are eligible for a temporary card. All others wishing to borrow materials must purchase either a Non-resident LPLD Borrower's Card or a PLAC (Public Library Access Card). The fees for these cards are set annually in accordance with Indiana state law.

Children applying for a borrower's card must have the signature of a parent or guardian. Parental signature is not required for juveniles aged 14 and older. Custodial parents or guardians of juveniles under the age of 18 who wish to revoke their child's library privileges may only do so with a written request.

Businesses and non-profit organizations located within the Library District wishing non-resident employees to have borrowing privileges in conjunction with their paid employment may make a written request on letterhead for organizational card. The name of each employee authorized to

use the card must be specified with a statement of responsibility signed by the business owner or executive officer.

Loan periods are generally established as follows:

- 2 WEEK LOANS: Books, Books on CD, Playaways, Read- Alongs, music CDs, CD-ROMs, Magazines, Nonfiction films, Vertical File materials, and Learning Kits
- 7-DAY LOANS: Best Seller Express titles with fewer than 400 pages
- 3-DAY LOANS: Films not classified as non-fiction

Special Loan periods will be arranged upon request when possible to accommodate classroom needs, vacations or other absences and extenuating circumstances.

Materials designated as "Reference" do not circulate.

The Library reserves the right to deny borrowing privileges to those persons with excessive overdue materials or unpaid fines.

Outside book and audiovisual drop boxes are available at the front of each building for the return of materials during hours when the buildings are not open.

To provide equal availability of materials to all users, the Library District finds it necessary to limit the number of materials any one patron may borrow at a given time. The following limits are set accordingly.

Books (includes up to 3 bestsellers)	25
Magazines and Vertical File items	10
DVDs	10 per card
Books on tape/CD, Read-Alongs	10
CD ROMs	3
Music CDs	10
Learning Kits	1
Playaways	10

MAXIMUM NUMBER OF COMBINED ITEMS ALLOWED PER CARD SYSTEM-WIDE IS 50

The Library reserves the right to limit circulation periods and numbers of materials experiencing excessive demand, of seasonal interest, or materials related to special circumstances, i.e. holiday books, class assignments.

Most library materials are available for renewal under normal circumstances either in person, by telephone, from the library's web page, or by e-mail request. The following exceptions apply:

Best Seller Express items, and reserved items. Seasonal or special interest items may not be available for renewal during periods of heavy demand.

Circulation of videos, DVDs and CD ROMs is limited to borrowers 14 years of age and older.

SCHEDULE OF FINES AND FEES	
FINES	
Overdue Videos, CD ROMs, DVDs, All Other overdue materials	\$1.00 per day each .10 per day each
FEES	
Lost or damaged items	replacement cost
Photocopies	.10 per page
Computer Copies	.10 per page b& w .35 color
Microfilm Copies	.10 per page
Genealogy Research	1.00 per page
Interlibrary Loan	postage reimbursement as necessary
Non-resident LPL Borrower's Card	as prescribed by law
PLAC Card (Public Library Access Card)	as prescribed by law
Replacement Library Card	\$1.00
Earbuds, batteries	\$1.00

Adopted by the Board of Trustees
September 27, 2016

Attested _____
Marita H. Cizek (Secretary)