



Circulation Policy

Adopted January 28, 2020

Reviewed August 22, 2023

To provide all users equal access to materials, the following policy is adopted regarding the circulation of library materials.

Physical materials from the circulating collections are available for loan during library business hours upon presentation of a valid LPLD library card. Digital materials are available at any time via the LPLD website or related applications provided by contracted vendors with a valid LPLD card.

TYPES OF LIBRARY CARDS

Residential: 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 library card free of charge upon proof of residency. Library cards are valid for three (3) years and must be renewed every three (3) years with proof of residency.

Reciprocal: A Reciprocal Borrowing Agreement is in effect with the Boone County Public Library, KY, and the Aurora Public Library District, IN (Townships of Center, Clay, Caesar Creek, Hogan, Manchester, Sparta, Washington). Residents of these library service areas are eligible for a reciprocal LPLD library 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 library card upon presentation of a valid card from their home library and proof of address. Reciprocal library cards are valid for one (1) year and must be renewed annually with proof of residency.

Temporary: One (1) year temporary library cards may be issued to temporary residents with appropriate identification. Students who attend a school, and teachers who are employed by a school corporation located within the Lawrenceburg Public Library District, but who are not residents of Dearborn County, are eligible for a one (1) year temporary card. Three (3) month temporary library cards may be issued to residents of short-term housing units. Temporary cards may be renewed at expiration with proof of address.

Non-Resident: Individuals residing outside of Dearborn County and not eligible for other library cards must purchase a Non-Resident library card at the annual fee set by LPLD Board of Trustees. Non-Resident library cards are valid for one (1) year and must be purchased annually with a valid ID.

Public Library Access Cards (PLAC): Anyone living in the state of Indiana but outside of Dearborn County may purchase a PLAC. A PLAC allows individuals access to any public library in the state of Indiana. The fee for a PLAC is set annually in accordance with Indiana State Law. PLAC are valid for one (1) year and must be renewed annually with a valid ID.

Organizational: Businesses and non-profit organizations located within the Lawrenceburg Public Library District wishing employees to have borrowing privileges in conjunction with their paid employment may make a written request on company letterhead to apply for an 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. Organizational library cards are valid for one (1) year and must be applied for annually.

Children under the age of 18 who are interested in applying for a library card must have the signature of a parent or guardian. Custodial parents or guardians of juveniles under the age of 18 who wish to revoke their child's privileges may only do so with a written request and proof of custodianship.

LOAN PERIODS

Loan periods are generally established as follows:

3 WEEK LOANS:	Books, Audiobooks, Launchpads, Music CDs, Magazines, DVDs, Learning Kits, and Other Equipment
2 WEEK LOANS:	Hotspots
1 DAY LOANS:	Media MakerLab Equipment

Special loan periods may be requested to accommodate classroom needs, vacations, or other absences and extenuating circumstances. Some limits may apply.

Materials designated as "Reference" do not circulate.

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 item limits are set:

Books	25
Magazines	10
DVDs	10
Audiobooks	10
Music CDs	10
Devices (Launch Pads)	3
Games & Puzzles	2
Musical Instruments	2
Learning Kits	1
Hotspots and Other Equipment	1

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

The library reserves the right to limit circulation periods and/or item limits for materials experiencing high demand for any reason.

Most library materials renew automatically once for three (3) additional weeks. Exceptions include reserved items, Hotspots, and equipment.

Circulation of certain materials is limited to LPLD residents who are 14 years of age and older.

FINES AND FEES

LPLD does not charge fines for materials returned late. However, patrons will be charged replacement costs for materials not returned within two (2) weeks after the loan period ends, and for any item, or part of an item, found to be damaged upon return.

The library reserves the right to deny borrowing privileges to those persons with unpaid charges of \$5.00 or more.

SCHEDULE OF FEES

Lost or Damaged Materials	Replacement Cost
Collection Fees	\$5.00 - Bills Under \$25.00
	\$10.00 - Bills Over \$25.00
Copies and Prints	\$.10 Per Page - Black and White
	\$.35 Per Page - Color
Fax	\$1.00 - First Page
	\$.50 - Subsequent Pages
Microfilm Copies	\$.10 Per Page
Genealogy Research	\$1.00 Per Page
Interlibrary Loan	Postage Reimbursement as Necessary
Replacement Cost	
Non-Resident LPLD Borrower's Card	As Prescribed by Board of Trustees
PLAC Card (Public Library Access Card)	As Prescribed by Law
Replacement Library Card	\$1.00
Earbuds	\$1.00