



# ELKHART PUBLIC LIBRARY

## Policy

### Circulation Policy

Adopted by the Library Board Of Trustees  
June 18, 2019

#### A. PURPOSE

Elkhart Public Library's Circulation Policy provides general information about the use of library cards; loan periods; overdue items; interlibrary loan services; and lost, damaged, and claims returned material.

#### B. POLICY

##### 1. Principles of Access

- a. The principles of access to library materials are embodied and expressed in the American Library Association's Library Bill of Rights and its interpretations and its Freedom to Read Statement, which have been adopted by the Board of Trustees of the Elkhart Public Library.
- b. The Board of Trustees has established policies that foster the widest possible access to the library's materials and services. Access will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age (except as noted in B.3.); gender identity; or sexual orientation.
- c. The Library abides by the Americans with Disabilities Act and will make reasonable accommodations to provide access to library materials for people with disabilities.

##### 2. Borrowing Privileges

- a. Patrons must have an active account in good standing to borrow materials.
- b. See the *Library Cards Policy* for general privileges.
- c. See the *Patron Code Description Guideline* for general definitions of the types of accounts.

##### 3. Age Limits

- a. Patrons under the age of sixteen (16) may borrow DVD and BluRay items only from the Juvenile collections
- b. Patrons under the age of twelve (12) may not borrow Art Prints.
- c. Patrons under the age of eighteen (18) may not borrow Wifi Hotspots.

##### 4. Borrowing Periods

- a. The Library establishes fixed borrowing periods for materials, both physical and electronic (see table below).

<b>Material</b>	<b>Borrowing Period</b>	<b>Renewable</b>
Book	21 days	Yes
Magazine	7 days	No
Pamphlet	7 days	No
Compact Disc	21 days	Yes

<b>Material</b>	<b>Borrowing Period</b>	<b>Renewable</b>
DVD	7 days	No
Framed Print	42 days	Yes
E-Books	Varies	Varies
E-Audio	Varies	Varies
E-Magazines	Varies	Varies
Wifi Hotspots	7 days	No

- b. Materials borrowed via Extension Services may have different borrowing periods based upon that department's rotation through the various communities it serves.
  - c. Materials borrowed via Interlibrary Loan may have different borrowing periods based on the lending library's terms.
  - d. Renewable items may be renewed one time unless there is a hold on the material.
  - e. Vacation Loan Period
    - (1) Patrons leaving for extended vacations may request a Vacation Loan Period.
    - (2) Items will be checked out and then immediately renewed with a six (6) week loan period.
    - (3) Only renewable items are allowed.
    - (4) No further renewals after the six (6) weeks.
    - (5) This loan period may not be used for Inter Library Loan items, items belonging to another library in the consortium, or items with holds.
  - f. Teacher Loan Period
    - (1) Teachers may request a Teacher Loan Period.
    - (2) Items will be checked out then immediately renewed with a six (6) week loan period.
    - (3) Only renewable items are allowed.
    - (4) There will be no further renewals on the same items.
    - (5) This loan period may not be used for Inter Library Loan items, items belonging to another library in the consortium or items with holds.
5. Material returned after the due date: Fines and Fees
- a. Overdue
    - (1) An item is considered overdue the day following its due date.
    - (2) See the *Fee Schedule* for individual charges.
  - b. Lost
    - (1) An item is automatically considered lost when it has been overdue for 31 days; at that time the patron is billed for the replacement cost of the item plus a processing fee.
  - c. Claims Returned
    - (1) If a patron claims to have returned an item, the Library will allow three months for the patron and the library staff to look for the item.
    - (2) Items not found by the end of three months will be billed to the patron. The charges will include the cost of replacement and a processing fee.
  - d. Refunds
    - (1) Lost items paid for and later returned in good condition will be considered for reinstatement to the collections, and refunds may be issued according to the Lost Materials Returned procedure.
    - (2) No refunds will be issued after one year from the date of payment for a lost item.
6. Damaged Items

- a. Patrons will be notified if they return items in a condition requiring cleaning, repairing, etc. Repeated instances will result in loss of borrowing privileges.
- b. Patrons will be assessed for the cost of replacement and a processing fee for damage that renders the material unsuitable for circulation.

## 7. Holds

- a. Regular holds
  - (1) Generally, items are held for 5 days for patron pickup at the requested EPL or GPL location.
  - (2) Not all items may be held, notably entertainment DVDs, magazines, and WiFi Hotspots.
  - (3) Some patron cardholder types do not have this privilege, notably Reciprocal Borrowers and PLAC cardholders.
- b. Desk Holds
  - (1) All loanable items may be placed on a desk hold at the request of a patron; these items will be held at the location that owns the item.
  - (2) DVDs will be held for one hour. All other items are held for 24 hours.
  - (3) Any patron cardholder type may place a desk hold.
- c. Patrons may permit another person to pick up their holds if:
  - (1) The permission is given in person at a circulation desk and
  - (2) The person receiving the permission has an Elkhart Resident card or equivalent.
- d. A parent or legal guardian of a patron registered as a Juvenile (ages 4-11) has automatic permission to pick up holds for that Juvenile patron. However, a Juvenile patron may choose to withdraw such permission in person at a circulation desk.

## 8. Permission to know what is currently on another patron's account

- a. Any patron may give permission for others to know what is currently on that patron's account in person at a circulation desk.
- b. A parent or a legal guardian of a patron registered as a Juvenile (ages 4 to 11) has automatic permission to know what is currently on the Juvenile patron's account. However, a Juvenile patron may choose to withdraw such permission in person at a circulation desk.

## 9. Interlibrary Loan (ILL)

- a. Eligible cardholders may request material in most formats not owned by the Library (exceptions may be made for material missing or in-repair).
- b. Eligibility
  - (1) Must be a Resident cardholder, a Non-Resident Property Owner, an Organization (Agency) Cardholder, a Non-Resident cardholder, or a Business Owner cardholder.
  - (2) Reciprocal Borrowers and PLAC cardholders are not eligible.
- c. Limits
  - (1) Three active requests per card.
  - (2) Patron must not have a fine/fee balance in excess of \$10.00.
  - (3) Patron must not have any overdue materials.

## 10. Resident Borrowers

- a. Resident Borrowers are patrons who live within the Library's taxing district.
- b. Resident Borrowers have full privileges.

## 11. Reciprocal Borrowers

- a. The Elkhart Public Library has reciprocal arrangements with:
  - (1) The other public libraries in Elkhart county,
  - (2) Mishawaka-Penn-Harris Public Library,
  - (3) LaGrange Public Library,
  - (4) Members of the Indiana State Reciprocal Borrowing Covenant.
- b. Patrons must be in good standing with their home library at the time of registration or renewal, as determined by their home library.
- c. Patrons from the above libraries who register with Elkhart Public Library have full borrowing privileges EXCEPT placing regular holds, Interlibrary Loan requests, WiFi Hotspots, and selected online services.

#### 12. PLAC Borrowers

- a. PLAC borrowers are patrons who have purchased a Public Library Access Card (PLAC), an Indiana statewide program of reciprocal services. All Indiana Libraries are required to participate in the program.
- b. Patrons with a PLAC card who register with the Elkhart Public Library have full borrowing privileges EXCEPT placing regular holds, Interlibrary Loan requests, WiFi hotspots, and selected online services.

#### 13. Non-Resident Cardholder Borrowers

- a. Non-Resident Cardholders have the same privileges as Resident card holders except selected online services.
- b. For more information, see the *Non-Resident Card Policy*.

14. Other Patron Types: See the *Patron Code Description Guideline*.

#### C. ADOPTION

- 1. Adopted by the Elkhart Public Library Board of Trustees: June 18, 2019
- 2. Supersedes: Circulation Policy February 19, 2019