

 <p>Greenwood Public Library</p>	<p><b>Circulation Policy</b></p>	<p><b>Date of Adoption/Revision</b> <b>12/2018</b></p>
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**Vision Statement**

The Greenwood Public Library envisions an engaged community of enthusiastic readers.

**Access to Materials**

The Greenwood Public Library does not restrict access on the basis of cultural, religious, or political affiliation, nor based on gender or socioeconomic status. Free access to the total library is a basic assumption for all who reside within our taxing district.

Some irreplaceable and/or expensive items may be kept in special shelving for security reasons. Arrangements may be made with library staff to view or copy material in compliance with library and copyright policies. Anyone wishing to use materials “in-house” may do so at any time and at no charge.

Residents aged birth to 17 may obtain a card with a parent or guardian’s signature on the library card registration form. In order to obtain a minor card both sponsoring adult and child must be present. The guardian or parent who signs the form is responsible for any overdue, lost, or damaged materials on the dependent’s card.

**Confidentiality of Records**

The Greenwood Public Library seeks to protect the privacy of our patrons and their records. Library staff will not release personal or account information to anyone about a patron’s account. Patrons requesting information about their own record must show either their library card or current photo ID to prove their identity.

If a law enforcement officer requests patron information or presents a warrant of subpoena, employees must contact the Director before giving out any information.

## Obtaining a Library Card

In order to register for a library card, applicants must present proper identification and proof of their current address. A full list of proper identification options and a full list of library card types and their benefits can be found on our website at [www.greenwoodlibrary.us/gpl-card](http://www.greenwoodlibrary.us/gpl-card)

Resident Card	For those living within our taxing district or who own business property in our district. This card provides full access to our physical and electronic collection as well as all Evergreen resources. There is no fee for this card, paid for by your tax dollars.
Reciprocal Card	Those living in other library districts with whom GPL has a reciprocal agreement. Borrowers may acquire this card by presenting their home library card and are eligible to use local resources. This card does not include Overdrive or Evergreen services due to contractual limitations.
Teacher/Student card	Teachers or Students who work at or attend public or private schools located primarily within our taxing district, but who do not live within our taxing district OR Teachers or Students who are part of a homeschool consortium located within our taxing district. Borrowers with this card receive local resources and Overdrive Consortium services but not Evergreen resources and or other electronic resources.
Non-Resident Card	Available to purchase for those who would like to receive full library and Evergreen privileges but do not live in our district. The cost of this annual card reflects the equivalent taxes residents pay for library services and card benefits mirror those of the resident card.
PLAC Card	This annual statewide card provides access to all Indiana Libraries and includes Evergreen Services. This program is sponsored and the price set annually by the Indiana State Library.

Resident cards expire every two years, all other cards expire after one year. Identification with current address will be required to renew your card.

Signing and/or taking receipt of a library card denotes acceptance of responsibility for all materials checked out on that account.

Library cards are non-transferrable.

Although Library staff will not act in loco parentis to limit the material accessed by minor children, parents may choose to have their minor child's library card marked "limited access" which will prevent them from checking out R-rated or M-rated entertainment DVDs and unrated television series that may be geared toward a more mature audience. "Limited access" borrowers are granted access to G, PG, and PG/13 DVDs.

### Card replacement

If a patron has lost their library card, they may purchase a replacement card for \$2.00. Patrons are encouraged to contact their library to report a lost or stolen library card. Proper identification must be presented to receive a replacement card.

## **Loan Periods and Limits**

Loan periods are determined by our participation in the Evergreen Consortium. See Evergreen Circulation Policy.

## **Renewing Materials**

Items eligible for renewal will be automatically renewed as long as there are no holds on the item. Books receive a maximum of two automatic renewals, and DVD's receive one. If patrons have set up an email address with GPL, an email will be issued letting them know of the automatic renewal. Materials may still be renewed in the library at Patron Services, by telephone, or by managing the account online using the "My Account" option.

## **Fines and Fees**

As of December 2018, the Greenwood Public Library Board of Trustees has determined that late fees are a barrier to access that conflicts with our value of making the library easy and available to all. Although late fees will not be levied, replacement costs for lost items will still apply.

IMPORTANT NOTE: According to Evergreen policy, the circulating library's policy controls the collection of fees. Resources checked out at GPL will not incur late fees (no matter which Evergreen library owns the resource). However, if a GPL patron checks out materials by going to another Evergreen library, that library's policies will be in effect and they may accrue late fees.

## **Lost/Damaged Materials**

While the Greenwood Public Library will no longer collect fines, replacement costs for lost or damaged materials will still be in effect. Once an item is 28 days past its due date, the system will automatically set each item to "LOST" status and the patron's account will be blocked. The patron will be responsible for the cost of the "LOST" item or will need to provide an approved replacement copy matching the ISBN of the original. Once an item is 45 days past its due date, the charge may be sent to collections. If the item is returned in good condition to the library, the "LOST" charges that have been placed on the account will be removed.

## **Notices**

Patrons who provide an email address will receive an email notice three days before their materials are due and on the day their materials are due. Overdue notices are sent via U.S. First Class mail 14 and 28 days after the due date as a courtesy from the Evergreen Indiana Libraries. A final notice, which declares the item "Lost" and assesses the replacement cost of the materials and related costs including collection costs and a \$10.00 per item processing fee, will be sent after the final due date. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

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Approved by GPL Board of Trustees

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Date