

# Newburgh Chandler Public Library

## Circulation Policy

### Getting a Library Card

Residents of Ohio Township, Warrick County can get a card free of charge. When registering for a library card, you will be asked to provide proof of residency. Library cards will expire after two years but can be reactivated by contacting the library. After three years of being inactive, the registration will be removed from our database and you will need to register again for a card.

Resident borrowers will have access to the Evergreen Indiana consortium, which is a collection of 90+ libraries that share a catalog and select resources. Resident borrowers also have access to the Indiana Digital Library an ebook consortium that shares digital resources. You will be able to place a hold on items at different libraries and have them sent to your home library and also be able to use your card at any participating library. You are allowed to have 30 unfilled holds at one time.

Residents of counties that border Warrick County and residents of Warrick County not residing in Ohio Township can get a reciprocal borrowing card. Reciprocal borrowers do not have access to inter-library loan or to other Evergreen Indiana Library collections. Reciprocal cards expire after one year and will be removed from the database after three years of being inactive.

If you are not a resident of Ohio Township, Warrick County or a county that borders Warrick County but are an Indiana resident, you can use the library by purchasing a PLAC (Public Library Access Card). Check with the circulation desk for current prices for PLAC cards.

Your first card is free. There is a non-refundable \$2.00 charge for replacement cards.

If you are under the age of 18, you will be registered as a juvenile and will need a parent or guardian present when registering for a card.

Each card is registered for that individual. You can check out materials on your own card, but not on anyone else's card. If you do not have your card, if you present identification library staff can verify your account. Patrons may designate an individual to pick up their holds when they are not present, but otherwise the cardholder must be present for the card to be used.

We also offer outreach cards for those who checkout materials as part of their job, for example, teachers checking out materials for a class, materials checked out for a nursing home or government officials borrowing materials in the performance of their duties. A letter on official company letterhead stating who can use the card must be submitted to receive an outreach card.

If you lose your card or if any information has changed, contact the library so we can update our records.

### Loan Periods

The default loan period for most materials is three weeks. DVDs are lent for one week. When using inter-library loan or requesting items from other Evergreen Indiana libraries, the due dates may vary. When checking out items from the Library of Things, you may be asked to sign a liability waiver. In most cases, a maximum of 100 items may be checked out simultaneously. There is a limit of 10 DVDs.

Items can be renewed two times, except DVDs and CDs can only be renewed once. If a hold has been placed on an item, it may not be renewed.

You can place a reserve on items that are currently circulating. Once the item is available it will be held for seven days before being made available to others.

**Late Items**

After 28 days, an item that hasn't been returned will be considered lost and you will be billed for the item. If your account goes to collections, a \$10 collection agency fee will be added.

**Replacement Costs**

Replacement costs for lost or damaged items are as follows:

Hardcover books juvenile/\$25 adult	\$15	Hotspot	\$100
Softcover books juvenile/\$20 adult	\$10	Roku	\$35
Mass market paperbacks adult	\$5 juvenile/\$10	Cases (for audiobooks, DVDs, CDs) depending upon size	\$3-\$10
Board Books	\$5	DVD tray or lock	\$1
Read-Along Books	\$50	Playaway case	\$5
Magazines	\$5	Playaway lanyard	\$1
Music CDs	\$15	Battery covers	\$1
Audiobooks to \$100	\$8 per disc up	Playaway lock	\$1
DVDs disc and \$10 for each additional	\$25 for the first	Launchpad Case	\$10
Playaways video	\$50 audio/\$100	Bookpack backpacks	\$15
		Hanging bag	\$1
		Charging cable or block	\$6
		Library of Things	Based on the purchase price of the item

**Blocked Status**

The library will block patrons from borrowing materials if their account exceeds \$9.99 in lost or damaged fees, if they have 15 or more items overdue, or if they have more than 3 claims returned. An outreach card will not be blocked until they have 50 or more items overdue.

The Library may also block a user's borrowing privileges to ensure the health and cleanliness of the library's collection and its patrons, for example if materials are returned with insects that may damage library materials or may cause an infestation. If evidence of a health concern is found, the patron will be given a warning by the supervisor. If a second incident occurs, privileges will be blocked until the patron demonstrates the situation has been remedied.