

# EVANSVILLE VANDERBURGH PUBLIC LIBRARY MATERIALS BORROWING POLICY



**PURPOSE:** The Materials Borrowing Policy sets forth the principles and general guidelines for borrowing materials through Evansville Vanderburgh Public Library. This policy is not intended to be all encompassing. Specific parameters within these guidelines may be set or changed at the discretion of the Library Board, and Chief Executive Officer of the Evansville Vanderburgh Public Library as necessary, or based on contractual agreements established with library vendors and/or other organizations which the Library has resource sharing arrangements.

## A. LIBRARY CARDS

### 1. ELIGIBILITY

Standard Evansville Vanderburgh Public Library cards are available at no charge to:

- People who reside permanently in or pay property tax to Vanderburgh County
- Students enrolled in or teachers in pre-k-12 schools in Vanderburgh County

Basic Evansville Vanderburgh Public Library cards are available at no charge to:

- People residing in temporary housing in Vanderburgh County (i.e. transitional or corporate housing)
- Participants eligible through a memorandum of understanding with Evansville Vanderburgh Public Library (i.e. student library card program)

Individuals who do not meet the criteria for a standard or basic Evansville Vanderburgh Public Library card, may be eligible for the following fee-based cards:

#### **Public Library Access Card (PLAC)**

Available to Indiana residents who have a library card in good standing from their hometown, Public Library Access Cards provide access to all physical collections, some digital services, public computers, and online databases. The annual cost for a PLAC card is \$65.

#### **Subscription Card**

Available to residents outside Indiana or those without an Indiana library taxing district, Subscription Cards provide access to all physical collections, some digital services, public computers, and online databases. The annual cost for a Subscription card is \$70.

## **2. APPLYING FOR A LIBRARY CARD**

To obtain an Evansville Vanderburgh Public Library card, you will need:

To complete a library card application (online or in-person) and bring in the following:

- A photo ID (government issued ID, city, county or local school work ID or current school ID)and/ or a combination of the following:
- Official documents that verify your library card eligibility and current address, such rental/lease agreement, mortgage, property tax receiptbill, recent bill or postmarked mail.
- Alternate forms of identification and verification may be accepted at the discretion of library staff, or based upon individual circumstance.

Parent or legal guardian approval is required for anyone under 18+ wishing to obtain a library card

## **3. CARD EXPIRATION**

Evansville Vanderburgh Public Library Cards expire every 3 years. Inactive expired library card accounts that have not been turned over to the collection agency are purged from the system per Indiana State Library standards in accordance with Indiana State records retention laws and schedules. Cardholders may be asked to verify their information annually to ensure that library records are accurate.

Public Library Access Cards (PLAC) and Subscription cards must be renewed annually.

## **4. LOST OR STOLEN LIBRARY CARDS**

Library cardholders are responsible for their cards and their use. Cardholders should report card lost or stolen cards immediately to avoid inappropriate or fraudulent use.

# **B. BORROWING MATERIALS**

## **1. LOAN PERIODS AND RENEWALS**

The standard loan period for most items is 3 weeks with up to 3 renewals if items are not on hold for other library users. Exceptions may include loan periods for new or popular items, special formats, equipment, digital downloads, streaming content, and materials obtained through resource sharing with other libraries or agencies. Please refer to the Library Materials Lending schedule for details.

## **2. BORROWING LIMITS**

The maximum number of physical items that can be borrowed on a standard Evansville Vanderburgh Public Library card is 100 items.

The maximum number of physical items that can be borrowed on a basic card is 10 items.

Borrowing limits for digital downloads and streaming are determined by the vendor, or lending library in the case of materials obtained through resource sharing with other libraries.

# **C. FINES AND FEES**

Evansville Vanderburgh Public Library does not charge overdue fines. Fees are set by the Library Board under the advisement of the Library Chief Executive Officer. Exceptions include: PLAC card fees, parks and museum pass fees and fines or fees related to resource sharing. Please refer to Library Fee schedule for detailed information.

## **D. DAMAGED AND LOST MATERIAL**

Library cardholders are responsible for the care of all materials checked out on their card. An item will be considered lost if it is 30 days overdue, and/or if a part of an item containing multiple parts is missing. Cardholders will be billed for the replacement costs of damaged or lost materials plus a processing fee.

## **E. SUSPENDED ACCOUNTS**

Borrowing privileges will be suspended on accounts with outstanding fees of \$25 or more.

## **F. MATERIALS RECOVERY**

After 45 days overdue, accounts with \$50 or more in fees will be sent to a collection agency. All accounts referred to collections will incur a collection fee.

## **G. REFUNDS**

Library cardholders may receive a refund of replacement costs paid for lost items if they find and return the item within 90 days of date of payment.

## **H. CONFIDENTIALITY OF BORROWER RECORDS**

Library card account information is not disclosed or shared with anyone other than the cardholder, unless

- The cardholder provides consent to do so.
- Requested by an authorized agency with a valid legal documentation, such as a subpoena or warrant.
- Requested by the adult parent or guardian of a minor to paying fees or recovering lost items.
- An account with lost materials is turned over to a collection agency.

Cardholders electing to use products provided by third party vendors affiliated with Evansville Vanderburgh Public Library should review the individual privacy policies and terms of services for the vendors.

## LOAN, FINE, AND RENEWAL INFORMATION

Item/Fee Type	Loan Duration	Maximum Renewals	Fees	Maximum Fines	Notes
General Checkout (includes print & media)	21 Days	3			
Best Seller Express Checkout	7 Days	3			
Interlibrary Loan Materials	Varies	Varies	Varies	Varies	Loan period, renewals, fines, and replacement costs set by the lending library.
Laptops	2 Hours	0			Cannot be placed on hold.
Passes (Park, Museum, etc.)	7 days	0			Limit 1 per account.
EVPL Materials Replacement			Varies		Includes processing fee
EVPL Replacement Card			\$0		
PLAC Card			\$65		
Subscription Card			\$70		
Materials Recovery Fee			\$10		Fee is assessed if EVPL engages an outside agency to recover delinquent materials or fees