

YORK TOWNSHIP PUBLIC LIBRARY

CIRCULATION POLICY

MISSION STATEMENT

The mission of the York Township Public Library is to serve and enrich our community by promoting reading, providing information access, and encouraging literacy and learning.

ACCESS TO MATERIALS

The library does not restrict access to any materials in the collections on the basis of a person's race, religion, national origin, socioeconomic status, age, gender, or place of residence. Free access to the total library is essential to full public library service for the whole community.

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.

The library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

Anyone wishing to use materials in-house may do so at any time during library hours and at no charge.

The library staff must not be expected to act in loco parentis by parents who wish to limit the material accessed by their own minor children. Parents who wish to limit their own children's materials should accompany the children to the library to supervise the borrowing process. Parents/guardians should not rely on the library staff for such supervision.

CONFIDENTIALITY OF RECORDS

By Indiana law (IC 5-14-3-4(b) (16) (A), all records relating to library patrons and their use of library materials and services are confidential. Library staff members are not authorized to disclose such records to a third party. However, the parent or guardian of an un-emancipated minor age seventeen (17) or under may have access to the records of their child or ward. The library takes seriously its obligation to protect the privacy of every patron, as required by law. This commitment to patrons' privacy may cause inconvenience on occasion; however, this is a small price to pay for the assurance that an individual's personal information, reading preferences, and use of the library will remain exclusively his or her own business.

The library specifically recognizes that its circulation records and other records linking the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

BORROWERS

A borrower may hold only one valid library card at a time and is responsible for all materials checked out on that card. Lost or stolen library cards must be reported to library staff as soon as possible. Patrons are responsible for notifying the library staff of any changes in name, address, phone, email, or legal status.

Borrowers should present their library card when checking out materials. If a borrower does not present a library card, library staff may accept alternate forms of identification. A borrower presenting someone else's card will be required to provide proof of permission.

York Township Residents:

A free library card can be obtained by anyone who resides or owns property in York Township. This card is good for two years. Residents age 18 or over must show one photo identification card and one official form of mail bearing both name and current address.

Residents under the age of 18 can obtain a card with a parent or guardian signature on the library card registration. The parent or guardian accompanying the child must show one photo identification card and one official form of mail bearing both name and current address. The guardian or parent who signs the registration is responsible for any overdue, lost, or damaged materials. Children must also have parental/guardian permission on file to use the computers and internet.

Reciprocal:

The York Township Public Library extends free services to residents of all Indiana libraries who are part of the Reciprocal Borrowing Agreement with the State Library and to residents of a library district through a local reciprocal agreement. A library card from the home library is required. The home library will be contacted to verify if the resident is in good standing.

Non-Residents:

Non-residents age 18 or over as listed below must show one photo identification card and one official form of mail bearing both name and current address.

PLAC:

The state of Indiana has instituted a Public Library Access Card (PLAC), which is required by some public libraries for borrowers who live outside their districts. The PLAC fee is determined annually by the Indiana State Library and is valid for one year from date of purchase.

Fee Card:

Non-residents who live outside Indiana or live in an area not directly served by a library must purchase an annual card that expires one year from date of purchase. The individual non-resident fee and family non-resident fee are based on the library's operating fund expenditure per capita. Fees are reviewed annually and adopted by the library board of trustees.

CARD REPLACEMENT

Lost library cards will be replaced the first time for free. Once a replacement card is issued, previous library cards are invalid and can no longer be used.

INACTIVE CARDS

Patrons' records may be purged from the circulation system after 2 years of inactivity unless there are outstanding charges.

RENEWING CARDS

In order to keep patron records current, borrower cards will expire every 2 years. They will be reinstated after verification of patron information.

LOAN PERIODS AND LIMITS

Patrons may borrow most library materials for up to 14 days with the following exceptions:

- Overnight Materials or 3-, 5-, or 7-day loans, depending on librarian discretion.
- DVDS are 7-day loans

Most reference materials local history collection materials, and some older historical materials do not circulate.

Household Item Limits:

DVDS: 2

Limits may be set on the number of items borrowed for materials in high demand (e.g. holiday materials).

Exceptions may be made due to unusual circumstances.

SPECIAL LOAN COLLECTIONS

Classroom Collections:

Teachers or day care providers may request a special selection of materials, which may be borrowed up to six weeks. The collection may be renewed once for an additional two weeks. Teachers and day care providers are responsible for lost, stolen, or damaged items.

Nursing Home Collections:

Materials delivered by library staff to nursing homes and assisted living complexes may be borrowed for six weeks. The materials may be renewed once for an additional two weeks.

Homebound:

Individuals who are homebound and unable to visit the library may apply request to have materials delivered to their homes for the usual loan periods.

Deposit Collections:

Special collections are deposited at nursing homes, senior citizens centers, and community-based residential facilities within the library district for use by their residents. Institutions are responsible for the collection and receive bills for replacement of items not returned and assume responsibility for any loss.

RESERVING MATERIALS

All materials at York Township Library are available to all library patrons. Patrons with a valid library card may request any circulating library material owned by the library. When the material becomes available, staff

will notify the patron. The item will be placed on hold for seven days after initial contact. Newer materials will only be hold for four days after notification. Patrons should notify staff if they no longer need a requested item.

RENEWING MATERIALS

Materials may automatically renew in the computer system if there are no outstanding holds by other patrons. Most materials can be renewed twice. DVDS's cannot be renewed, NO EXCEPTIONS. Materials with outstanding patron requests cannot be renewed and must be returned on time.

RETURNING MATERIALS

Materials must be returned to the library. Patrons are held responsible for any item returned elsewhere (including other library systems), and library staff are not responsible for retrieving any improperly returned material.

FEES

The York Township Public Library is a fine free library, meaning patrons will not be charged late fees for overdue items. Patrons may check out materials, use the computers and internet, or purchase replacement cards if there are no outstanding fines or fees.

Other Fees	
PLAC Card	Varies annually
Non-Resident Fee Card	\$100.00 Individuals

If a patron reaches \$5.00 or more in replacement costs, their library account will be frozen, and no activity will be permitted until the money owed is paid. If other card holders reside at the same residence, their privileges will also be frozen.

Lost/Damaged Materials Fees:

The library assumes no liability whatsoever for equipment damage that could result from the use of borrowed audiovisual materials.

Borrowers are responsible for reporting damaged materials before check-out or during the loan period. An item is considered lost if it is more than 30 days overdue. If materials are lost or returned damaged beyond repair, the patron will be charged either the cover price of the item, or the replacement price, whichever amount is greater. If an item is returned without accompanying material, a fee may be charged to the patron. If the item is determined to be unusable without the accompanying material, the full replacement cost of the item will be charged.

Photocopies and Computer Printouts:

The library offers photocopying. The library staff will assist. All photocopying must be in accordance with Copyright laws. Staff can deny a patron services if their actions break these laws.

Copy and printing fees will apply according to the current fee schedule.

Payment of Fines and Fees:

Payment of fees must be made with United States currency, money order, or by personal check made out to “York Township Public Library” for the exact amount owed. Patrons writing checks must produce a valid ID and provide a current telephone number.

NOTICES

The library will make a reasonable attempt to notify patrons of overdue material and excessive fines. Materials are considered lost and a replacement fee is billed 30 days after the due date. 90 days after the due date, accounts may be turned over to a collection agency to recover the materials and overdue charges.

MATERIAL REQUESTS

Patrons may request or recommend materials for the library collection. The library will decide whether the material is appropriate for the community’s needs.

Library staff will use interlibrary loan to attempt to borrow from other libraries materials requested by patrons and not available in or appropriate for the library collection. Interlibrary loan service is available to library users with valid cards in good standing.

The library attempts to get as many items as possible at no charge for Interlibrary Loan patrons (except passing on direct pre-approved costs).

Loan periods, set by the lending library, will vary. Replacement charges will vary according to the lending library. Any late fees charged by the lending library will be the responsibility of the borrowing patron.

Adopted as policy for the York Township Public Library by the Board of Trustees: March 18, 2020

Reviewed April 17, 2024