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**CIRCULATION POLICY**

**MISSION STATEMENT**

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

**PURPOSE**

The Circulation Policy sets forth the principles and general guidelines for borrowing materials through Brook Iroquois Washington Public Library (BIWPL). 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 or the Director of BIWPL as necessary.

**LIBRARY SERVICE AREA**

* Town of Brook
* Iroquois Township
* Washington Township

**LIBRARY CARDS**

 **TYPES AND ELIBIGILITY**

**RESIDENT** BIWPL cards are available at no charge to people who reside permanently in or pay property tax to the Library Service Area. BIWPL employees are also eligible for the duration of their employment.

**COURTESY** BIWPL cards are available at no charge to:

* Teachers, residing outside the library service area, who are employed at a school district serving said areas.
* Students residing outside the library service area, who are enrolled in a school district serving said areas.
* Facilities and other outreach organizations located within and/or serving residents of the library service area at the discretion of the Director.

**E-ACCESS** cards provide access to digital content only, are free of charge, and are available to those meeting Resident Card qualifications.

**RECIRPOCAL** borrower cards are available at no charge to any Indiana resident who holds a valid library card at their home library and whose home library is a member of a reciprocal borrowing agreement with BIWPL.

**PUBLIC LIBRARY ACCESS CARDS (PLAC)** are available, for a fee, to cardholders of other Indiana libraries that are not members of a reciprocal borrowing agreement. The Public Library Access Card (PLAC) is sponsored by the Indiana State Library and is valid for 1 year. The fee is set by the Indiana State Library.

**NONRESIDENT** cards are available to residents of unserved library districts and out-of-state residents, this card may be purchased annually.  The fee is set by the Board of Trustees of the Brook Iroquois Washington Public Library in accordance with state standards to meet the library’s operating fund expenditure per capita.

**APPLYING FOR A LIBRARY CARD**A completed application needs to be submitted to the library, accompanied with a photo ID and an official document verifying your current address. A photo ID with a current address can be used to satisfy both requirements.

Parent or legal guardian approval is required for anyone under 18 years of age wishing to obtain a library card.

**LIBRARY CARD EXPIRATION**Inactive, expired library card accounts are purged from the system per Indiana State Library standards. Cardholders may be asked to verify their information annually to ensure that library records are accurate.

* Resident, Reciprocal, Courtesy, and E-Access cards expire every 2 years.
* PLAC and Non-Resident cards must be renewed annually.
* All accounts are considered inactive after two years of inactivity.

**LOST OR STOLEN LIBRARY CARDS**Library cardholders are responsible for their cards and their use. Cardholders should report lost or stolen cards immediately to avoid inappropriate or fraudulent use. BIWPL provides one replacement card free of charge. Any additional replacement library cards will be issued for $1.00.

**BORROWING MATERIALS**

 **LOAN PERIODS AND RENEWALS**

* Books, magazines, and audiobooks have a 2 week loan period with up to two renewals if items are not on hold for other library users.
* DVDs and Library of Things items have a 1 week loan period. LOT items can be renewed up to 2 times if items are not on hold for other library users. DVDs cannot be renewed.
* Interlibrary Loan items have varying loan periods and may not be eligible for renewal.
* Special collection items may be marked for in-house use only. This could be due to age, value, rarity, demand or other factor as deemed necessary by the director.

**BORROWING LIMITS**

* Adult cards have a 50 item limit per card with a 10 item limit on DVDs per card.
* Juvenile cards have a 25 item limit per card with a 2 item limit on DVDs per card.
* Borrowing limits for digital downloads are determined by the vendor.

**ACCESSIBILITY**BIWPL does not restrict patron access to or borrowing of library materials based on the age or any other attribute of a patron. The Library does not act in loco parentis; parents and legal guardians are responsible for monitoring the use of library materials, including internet access, by their children and those for whom they are legally responsible.

**FINES AND FEES**BIWPL does not charge overdue fines, but does charge replacement fees for lost or damaged items.

Legal guardians signing applications for juveniles are responsible for any charges associated with the juvenile’s card.

**LOST AND DAMAGED MATERIALS**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 replacement cost(s) of damaged or lost material(s).

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

**SUSPENDED ACCOUNTS**Borrowing privileges will be suspended on accounts with outstanding fees of $10.00 or more or with items more than two weeks overdue.

**MATERIALS RECOVERY**After 55 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 agency fee of $10.00, which cannot be waived. Accounts will be suspended until the owed amount is below $10.00. Accounts owing fees of $1,000.00 or more for material replacement costs will be referred to small claims court.

**REFUNDS**The BIWPL does not issue refunds.

**CONFIDENTIALITY OF BORROWER RECORDS**

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

* The cardholder provides their consent.
* 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 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 BIWPL should review the individual privacy policies and terms of services for vendors.

*Policy adopted by the Board of Trustees: February 14, 2005
Current Version 5.1 Reviewed April 12, 2021*