NAPPANEE PUBLIC LIBRARY

Circulation Policy

Area of Service

The Nappanee Public Library serves the city of Nappanee, Union and West Jefferson Townships. In accordance with Indiana Code 36-12-2-25, individuals who reside or own real property within this service district are eligible for a Nappanee Public Library card without charge.

Responsible Party

For Child and Teen cardholders, If the parent or guardian has a valid Nappanee Public Library card, their card must be assigned to the child or teen card as the *Responsible Party*. The parent or guardian is responsible for all fees, fines and payment for lost or damaged materials charged on the Child and Teen library cards as stated by the Library Agreement Form.

Adults may choose to be assigned to another adult as the Responsible Party. Both adults must be present and agree to link their accounts. Any cardholders assigned to the Responsible Party may pick up holds. Either adult may terminate their link at any time and they are not responsible for any fines or fees of the other adult. Account information will not be shared with the Responsible Party unless the cardholder is under the age of 18.

Valid Forms of Identification

The following forms of identification are valid forms of identification:

- Valid Indiana Driver's license with current address
- Valid Indiana ID with current address
- Valid Indiana Driver's Learner Permit with current address
- Consular ID with current address

In the absence of any of the above form of identification, the customer may also present one item from each of the lists below as acceptable forms of identification for a library card. **All items must be current and up to date.**

List 1

- State-issued Driver's License, ID or Learner's Permit with out-of-district address
- Permanent Resident Card (Green Card)
- Birth certificate
- School ID card
- Immigration papers
- Medicare-Medicaid card
- Passport
- Social Security card
- Voter Registration card
- Workplace ID card

List 2 (e-statements are acceptable)

- Bank statement
- Credit card bill
- Lease receipt
- Recent (within 30 days) In-district Motor Vehicle Registration
- Official Postal change of address verification
- Paycheck stub with preprinted name and address
- Property tax receipt
- Rent receipt
- Utility bill

Resident Card

To obtain a Resident Card, adults aged 18 and older must provide current photo identification and proof of current physical address within the library district and mailing address (if different) where mail may be received.

Children and Teens, aged 5 to 17, must be accompanied by their parent or legal guardian in order to apply for a library card. The parent or guardian must sign the Library Agreement Form and is responsible for all fees, fines, and payment for lost or damaged materials charged on the Child or Teen library cards.

Employees of the Nappanee Public Library will be issued a Staff Card for the duration of their employment. The Staff Card has the same privileges as a Resident Card.

Nappanee resident cardholders in good standing are also eligible for reciprocal borrowing cards from other nearby libraries. Currently, those libraries include all **Elkhart County libraries and the Indiana State Reciprocal List.** Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement. Please check on what restrictions may apply before selecting materials. This service is meant to complement, not replace, the services of a customer's home library.

- Resident Cards are valid for two years.

Other Cards

Individuals who are not eligible for a Resident may apply for the following cards:

Computer Use Card

Computer Use cards are issued to non-residents for Library computer use only. Customers must agree to the Computer Use Policy and provide a valid form of identification.

A parent or legal guardian with a valid form of identification must sign a parental permission form (witnessed by a staff member) for Children and Teens between the ages of 11-17.

- Computer User Cards are valid for one year.

Educational Card

Educators who live inside or outside of the Nappanee Public Library taxing district and are employed by a nonpublic/public school system located at least partially within the Nappanee Public Library service district may receive a Nappanee Public Library Educational card free of charge. The card is valid for school and professional use at the Nappanee Public Library only.

For Educational Cards, appropriate professional identification is required (previous teacher privileges, school ID card, paycheck stub, letterhead, curriculum invoice) in addition to a valid form of identification.

- Educators have a 200-item limit and a four-week checkout period.
- An Educational Card may not be used to check out materials for personal use.
- The Educational Card is valid for one year.
- There is no access to Interlibrary Loan.

Fee Card

Indiana residents who live outside the Nappanee Public Library's service district may purchase a Fee Card. The Fee Card provides full access to the Nappanee Public Library.

Children and Teens, aged 5 to 17, must be accompanied by their parent or legal guardian in order to apply for a library card. The parent or guardian must sign the Library Agreement Form and is responsible for all fees, fines, and payment for lost or damaged materials charged on the Child or Teen library cards.

- The cost of a Fee Card is set annually by the Board of Trustees.
- The Fee Card is valid for one year.

Homebound Card

Homebound cards allow for home delivery of library materials to individuals who are unable to visit the library due to limited mobility, disability or extended illness. Library materials checked out to homebound borrowers may have an extended loan period, to be determined by the Public Services Manager. Please note that equipment, including hotspots, cannot be delivered through this service.

Public Library Access Card (PLAC)

Indiana's PLAC program allows an individual to borrow materials from any public library in Indiana. A PLAC card may be purchased from any Indiana public library.

Customers must present a valid home library card in good standing in order to purchase a PLAC card. PLAC card holders must present their PLAC card, in addition to a valid form of identification in order to obtain a Nappanee Public Library card.

Children and Teens, aged 5 to 17, must be accompanied by their parent or legal guardian in order to apply for a library card. The parent or guardian must sign the Library Agreement Form and is responsible for all fees, fines, and payment for lost or damaged materials charged on the Child or Teen library cards.

- The current cost of a PLAC card is $70 (set annually by the Indiana State Library)
- Internet hotspots cannot be borrowed with a PLAC card.
- There is no access to e-media, online subscription databases or Interlibrary Loan.
- The card is valid for one year.

Reciprocal Borrower Card

Reciprocal Borrowers are customers who live within a library service district and whose home library participates in a Reciprocal Borrowing Agreement with the Nappanee Public Library and are in good standing with their home library. Currently, those libraries include **Elkhart, Bristol, Goshen, Middlebury, Mishawaka-Penn-Harris**, **Wakarusa, and the Indiana State Reciprocal List**.

These customers may receive a Nappanee Public Library Reciprocal Borrower Card without charge. The card is valid for use only at the Nappanee Public Library. Customers applying for a Reciprocal Borrower card must present their home library card in addition to a valid form of identification.

Customers who live outside a library service district and choose to purchase a library card are not entitled to a Reciprocal Borrower Card. In order to use other libraries, these customers must purchase a PLAC card in addition to their fee card.

Children and Teens, aged 5 to 17, must be accompanied by their parent or legal guardian in order to apply for a library card. The parent or guardian must sign the Library Agreement Form and is responsible for all fees, fines, and payment for lost or damaged materials charged on the Child or Teen library cards.

Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement. As this service is meant to complement, not replace, the services of a home library, Reciprocal Borrower Cards have the following restrictions:

- Internet hotspots cannot be borrowed.
- There is no access to e-media, online subscription databases or Interlibrary Loan.
- The card is valid for one year.

Student Card

Student Cards are available for all students, aged 5-18 years old, who live within the Wa-Nee Community School Corporation, regardless of the type of schooling (public, private, or homeschool).

Students Cards are also available for all students, aged 5-18 years old, who live outside of the Wa-Nee Community School Corporation, but attend a Wa-Nee Community School. Students must live in an area without library service to be eligible for a Student Card. This includes students at nonpublic schools within that area.

Children and Teens, aged 5 to 17, must be accompanied by their parent or legal guardian in order to apply for a library card. The parent or guardian must sign the Library Agreement Form and is responsible for all fees, fines, and payment for lost or damaged materials charged on the Child or Teen library cards.

- There is no cost for this card.
- Student Card borrowing privileges correspond with the Child and Teen Resident cards.
- Proof of enrollment may be required.
- The Student Card is valid for one year.

Cardholder Privileges

Customers may borrow up to 100 items total, including a maximum of 13 DVDs and 2 video games.

Child and Teen cards may only check out DVDs and video games from the Kids and Teen collections.

Please see the specific Card descriptions for other limits on the loan of library materials.

Loan Periods

Library materials may be borrowed according to the following rules:

Material Type	Loan Period	Renewals	Overdue Fees
Books, Audiobooks, CDs, Magazines	3 weeks	2	N/A
NEW Items	2 weeks	2	
DVDs/Blu-Rays, Video games	1 week	2	
Launchpads & Wazoodles	2 weeks	2	
E-Materials	Varies	Yes	
Library of Things	3 weeks	2	
Library of Things: Passes	Varies	Varies	
Hotspots	2 weeks	No	$5.00/day
Interlibrary Loan	2 weeks	Discretion of lending library	

Customers must present a card each time they wish to borrow materials and their account must be in good standing (no fees, overdue or billed items) to borrow materials.

All Library materials must be returned on or before their due date. Customers may call the library or log into their online account to check due dates.

Lost or Damaged Materials

Customers are responsible for the replacement cost of library materials that are lost or damaged. There may be up to a $5 non-refundable processing fee in addition to the cost of the item.

After the Library receives payment for a lost or damaged item, the item becomes the property of the customer. If damaged items do not present a health or safety risk, the library will hold the item for 30 days. If the item is not picked up by the customer after 30 days, it will be discarded. Customers may bring in replacement items for lost or damaged materials. The replacement item must be in new condition and must have the exact same ISBN number as the item being replaced. The Library will not provide refunds or credits for lost materials which have been paid for and later returned.

Library administration is willing to work with customers to settle their overdue accounts in ways that meet the customer's ability and timeframe to pay.

Returns

Return items to the Library during regular business hours or the drive up drop box located at the southeast corner of the Library. The drop box is available 24 hours a day, including most holidays and closures. Some items cannot be returned in the drop box and will be clearly labeled.

Holds

All requests for Library materials are on a first come, first served basis and are subject to availability.

Once notification is received that items are available, a customer can pick them up within 5 business days before they are returned to circulation.

Curbside Pickup for Holds

Holds may be delivered to a customer's vehicle by utilizing the Library's curbside pickup service.

Purchase Requests

Customers may request items for purchase. All requests are subject to the Library's Collection Development Policy. If the requested item is not added to the collection, the Library will attempt to obtain it via Interlibrary Loan.

Interlibrary Loan Requests

Interlibrary Loan (ILL) is a system that allows users at one library to borrow items from another library.

ILL service is available to all Resident and Fee cardholders with an active account in good standing. Materials borrowed through ILL must be returned on their due date or borrowing privileges may be affected.

Lost Library Cards

Report a lost or stolen card immediately to avoid responsibility for unauthorized use. There may be a charge of no more than $2.00 for a replacement card.

Purging of Inactive Customer Records

Customer accounts will be automatically marked inactive when the customer's privilege expires. Customer accounts that do not reflect fines or fees, have items checked out or claims returned activity will be deleted automatically three (3) years after being marked inactive.