

Putnam County Public Library
Library User Policy
Revised 4/2022

Resident Borrowers:

All residents and landowners of Putnam County are defined as Resident Borrowers. In order to obtain a library card, applicants must present identification showing name and current address.

Non-resident Borrowers:

Borrowers' cards are issued at no charge to non-residents who:

- are students or teachers in Putnam County
- hold a card from a library participating in the reciprocal borrowing covenant that requires an applicant to be in good standing with his/her home library and be able to present a valid card from their home library.
- present a current Public Library Access Card. (This PLAC card may be purchased at any library at the rate established by the Indiana State Library.)

Non-residents who do not live in an area served by a public library nor qualify under the above provisions may purchase a library card for the current board approved non-resident fee at that time.

Juvenile Borrowers:

Anyone under the age of eighteen must have a legal guardian's signature unless the borrower is:

- married
- a legally emancipated minor
- a college student

Temporary Cards:

Temporary cards may be issued to visitors or those without a permanent residence. These borrowers may check out up to six books and no audio-visual material. Exceptions may be approved on a case-by-case basis. Temporary cards will expire after 90 days of inactivity.

Borrower Responsibilities:

Each borrower is to present his/her library card when borrowing library materials and is responsible for all materials checked out with his/her library card number. Patrons must also notify the library of any address change or when a card has been lost or stolen.

Replacement Cards:

The cost to replace a card is \$3.

Card Expiration:

Adult Resident Borrowers

- An active adult borrower's card has no expiration date.
- Cards will expire after two years of inactivity.

Juvenile Borrowers

- A juvenile borrower's card expires when the holder reaches the age of eighteen.
- At that time, the borrower must complete a new

registration form and sign as the responsible party.

Non-residents

- The cards of non-residents will be expired after one year of inactivity.

All cards have an annual system automated address check.

**Putnam County Public Library
Circulation of Materials Policy**

Item Limits

Resident and Non-resident card-holders may check out materials up to the following limits:

- Books one hundred (100) per card
- Books on CD one hundred (100) per card
- Music CDs one hundred (100) per card
- DVDs ten (10) per card
- Video Games five (5) per card
- Equipment (5) per card
- Total (any combination of the above): one hundred (100) items per card

*Temporary cardholders may check out up to six (6) books and no audio-visual items.

Circulation Periods

- DVDs, Video Games, and Equipment circulate for 7 days.
- Music CDs circulate for 14 days.
- All other items circulate for 21 days
- Videogames and DVDs may be renewed once. Other items may be renewed twice.
- Items may not be renewed if the item has been placed on hold by another patron.
- New DVDs and Equipment may not be renewed.

Overdue Items

If a patron has overdue items, checkouts will not be allowed until these items are returned.

A user fee of \$2.00 per day, excluding Sundays and other days the library is closed, is charged for overdue items from the Library of Things.

The names of borrowers with overdue, lost, and damaged materials may be turned over to a collection agency to recover costs.

Damaged and Lost Materials

The borrower will be charged for damages to library materials occurring while in their possession. The assessment of damages is to be made by the library and shall not exceed the cost of the item.

The borrower will be charged a reasonable replacement fee based on the availability of a given item not to exceed the original cost of the item. An additional processing fee of \$5.00 will be assessed for each item that is lost. Determination of the need for replacement will be made on a case by case basis. The library endeavors to limit the financial impact on patrons by seeking the least expensive replacement option wherever possible.

Note: Patron circulation records are confidential.

Patrons can use other patron's cards only to pick up items on hold. Each Patron must use their own card to check out materials.

Putnam County Public Library Fees

Library Cards

- Non-resident: \$35.00 per year
- PLAC (Public Library Access Card): Set by State of Indiana
- Replacement for lost card: \$3.00

Damaged Items

- Charges for damages will be assessed not to exceed the cost of the item.

Lost items:

- Charges for the cost of the items will be assessed.

Charge for accounts sent to collection agency

- \$10.00

Copying/Printing

- Copy machines
 - Black & White \$.10 per side
 - Color \$.50 per side
- Microfilm \$.10 per side
- Computer print-outs
 - Black & White \$.10 per side
 - Color \$.50 per side

Interlibrary Loan Policy

The Interlibrary Loan system (ILL) is a library service offered by Putnam County Public Library whereby PCPL patrons may borrow materials from other libraries. If PCPL does not own a book, article, or other material in its collection, we will attempt to borrow the item from another participating library.

What May Be Borrowed

Putnam County Public Library can borrow DVDs, books, journals, CDs, and audiobooks on behalf of our patrons.

What May Not Be Borrowed

Patrons cannot request items that are already in our collections or are checked out of the library. If an item is checked out already, then the patron may be added to that item's holds list.

Who May Use Interlibrary Loan

Only Putnam County Public Library patrons with a library card in good standing with PCPL can request materials through Interlibrary Loan.

How to Make an Interlibrary Loan Request

A patron can make an ILL request in person at the Adult Reference desk, over the phone, or through email. The patron needs the title of the item or other identifying information of the item. The patron making the request needs to provide their first and last name and the best way to contact them (preferably a phone number or email address).

Patron's library account will be checked to verify they are in good standing during this process.

Waiting Time for Materials

Materials requested through the Interlibrary Loan system should arrive in two to three weeks from the time that a request is processed and shipped. There can be delays in receiving items because of holidays or library closings.

After the request is received by Putnam County Public Library, the patron will be notified and

will have **seven days** to pick up the item before it is shipped back to the lending library.

Interlibrary Loan Cost to the Customer

Interlibrary Loan is a free service of the Putnam County Public Library. In the instance that an ILL lender charges for an item, the patron will be notified of the charges and then can decide whether they want to be charged for the material or cancel the request.

Renewals

Patrons should give the PCPL 48 hours notice if they want to renew the item. Renewal status on an Interlibrary Loan is at the discretion of the lending library.

Overdue, Lost, or Damaged Items

A patron is only charged for an Interlibrary Loan if an item is damaged, lost, or overdue during the borrowing period. For overdue items the patron will be fined by the lending library via PCPL.

An item is considered lost after two weeks overdue. Once the lending library bills PCPL for the lost item, the patron's account will be charged. If an Interlibrary Loan item is damaged and PCPL receives a bill from the lending library, the patron's account will be charged.

If a PCPL patron has a repeat offense of damaging or losing items, then their Interlibrary Loan privileges are revoked.

PCPL is responsible for the safety of all materials that are requested through Interlibrary Loan. Lending libraries have the right to suspend our access to their collections if PCPL patrons damage or lose their items. If this happens, it damages PCPL's reputation as a reliable Interlibrary Loan user.