



Adams Public Library System

128 S 3rd Street
Decatur, IN 46733
260-724-2605
260-724-2877 fax
www.apls.lib.in.us

Decatur
128 S 3rd Street
Decatur, IN 46733
260-724-2605
260-724-2877 fax

Geneva
305 E Line Street
Geneva, IN 46740
260-368-7270
260-368-9776 fax

CIRCULATION POLICY

Library Mission: The Adams Public Library System serves all people of the Decatur and Geneva communities by acquiring, organizing, and providing access and guidance to a wide variety of information and materials to help fulfill the intellectual, educational, social, and recreational needs of this community in an atmosphere that is welcoming, respectful, and businesslike.

Standard Hours

	Decatur		Geneva
Sunday		1:00 - 5:00	Monday, Wednesday, Friday 10:00 - 5:00
Monday - Wednesday	9:00 - 8:00		Tuesday 1:00 - 5:00
Thursday - Friday	9:00 - 5:00		Thursday 1:00 - 5:00, 6:00 - 8:30
Saturday	9:00 - 1:00		Saturday 9:00 - 12:00

Special hours will be posted.

Borrowers

Cardholders may borrow any library material designated for circulation. The Library offers cards to the following groups of people. Cards are issued to the individual and not transferable.

- * Residents of or owners of property in the City of Decatur or the Town of Geneva
- * Non-resident with purchased individual non-resident card
- * PLAC cardholder with valid home library card
- * Temporary cardholder (See inside for more information)

In order to obtain a library card you must show **identification** with your present address. Residents from outside the district who own property inside the district may use a tax statement as proof of property ownership. Library cards will be mailed to applicants in order to verify addresses if only one piece of identification is presented. If two pieces with current address are presented, applicants may receive their cards immediately. Acceptable forms of identification: driver's license, the latest utility bill, tax statements, checkbook, auto registration, Alien Registration Receipt Card (green card), valid voter's registration card, and/or rental agreement. One piece of identification must be a photo identification or State issued ID.

A parent or legal guardian showing proper identification may register a minor child for a library card. Registering a minor child denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on said minor's library card.

Cardholders are responsible for informing the library of any changes in address or contact information.

Borrowing

A library card is your key to many hours of entertainment and information. It is an indication of personal responsibility. Whenever library materials are charged out on your library card, it becomes your responsibility to return them within the appointed time and in good condition. Cards must be presented each time materials are checked out.

Below is a list of all materials along with their borrowing periods and fines for overdue materials. The prompt return of borrowed materials is a necessary requirement of effective library circulation service. All borrowers are required to return borrowed materials promptly. Any library material borrowed from the library may be returned before the due date at either location or at any live Evergreen Indiana library.

Item Type	Borrowing Period	Special Notes	Overdue Fines
Books from General Collections, Magazines, Information Files, Audio Books, CDs, Book Bags	3 weeks	renewable twice	25 cents / day
Adult New Fiction	2 weeks	non-renewable	
DVDs	1 week	new DVDs not renewable; all others renewable once	
Video and Educational A/V Sets	3 weeks	new DVDs not renewable; all others renewable once	
CD-ROMs	3 weeks	renewable once	
Art Prints Art Print Bags	3 months	renewable once 2 print limit on seasonal prints; 6 print limit per household	
A/V Equipment & Other Equipment	1 week unless otherwise noted	Non-renewable	\$2.00 / day

Reference Materials, Genealogy Materials, and Indiana Reference Collection items do not circulate.

Please note that Evergreen Indiana library materials may have differing borrowing periods.

It is the responsibility of the cardholder to return items on time regardless of the borrowing period.

Fines: If fines total more than ten dollars (\$10.00) or if more than 15 items are overdue, the borrower will not be allowed to check out any library materials until fines are paid or materials returned. Fines are capped at \$10 per item.

Art prints may be borrowed for three (3) months and are renewable. Borrowers are limited to two (2) seasonal prints and a total of six (6) art prints at a time. When any art print is returned, the borrower must wait three (3) weeks before the same art print may be checked out. Art prints may not be reserved.

Videos and DVDs may be borrowed for one week with some exceptions: video sets, Life Essential Skills, and Parenting & Teaching videos go out for three weeks. Borrowers over 18 may borrow any video in the collection. Minors may not borrow R-rated videos unless specifically requested by the parent. A limit of ten videos per card may be checked out at any one time.

Videos and DVDs are available on a first-come, first-serve basis. Most can be reserved. The Library assumes no responsibility for damage caused to a borrower's VCR, computer, and/or DVD player by library AV materials.

Downloadable media borrowing periods may vary. Check with staff on specific rules.

Book Return Drop Box

A Book Return Drop Box is provided on the north side of each location for after-hour returns. Art prints, DVDs, and audio books **must be** returned to the circulation desk. A fine (\$5.00) will be assessed for any of these items placed in the book drop.

Items taken from the Book Return Drop Box at the beginning of each day before the doors are unlocked are considered as returned the previous day. Fines for overdues not paid when returning materials will be recorded and may be paid the next time you are in the library.

Overdue Reminders

As a courtesy to library patrons, the Library sends out reminder notices. Email notification will be sent three days prior to due dates and on the date each item is due. It is the cardholder's responsibility to inform the library of any change in

email address. The first overdue notice is given by phone within two (2) days after an item becomes overdue for those cardholders with local numbers. If the patron cannot be reached by phone, a postcard is sent out. A second notice is sent out after the item becomes two (2) weeks overdue. A third notice will be sent after the item is four weeks overdue. Final notice will be delivered if an overdue item is not returned within forty-five (45) days of its due date. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees. General circulation materials not returned within eight (8) weeks of the due date may be referred to the Adams County Prosecutor for further action.

Indiana Public Law I.C. 35-43-4-3.5 1980 P.L. 206-#1 (Effective Sept. 1, 1980) A person who fails to return or pay for materials borrowed from a library within 30 days after a written notice is received commits a Class C. infraction, which carries a penalty of up to a 500.00 fine.

Lost Items & Replacement Costs

If borrowed material is lost, the patron shall be assessed the current replacement cost of the item. According to Evergreen Indiana policy, a processing fee of \$10.00 will be assessed in addition to the replacement cost. No refund will be given to a patron for a lost item for which the patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

Damaged Library Materials

All damaged materials shall remain the property of the library whether replaced, repaired, or destroyed. Some damaged materials can be repaired at the library's expense. If damaged materials are beyond repair, the library borrower will be charged the current replacement cost. The borrower should not attempt to repair damaged library material themselves.

Deposits

A few books require a deposit of \$10.00 which is returned to the borrower when the book is returned undamaged. The assessment shall be refundable, less any accumulated fines for being overdue, cost of repair or correct replacement cost.

Closing Time

Borrowers are requested to anticipate the closing of the building at the end of the day. Plan accordingly by having your materials checked out at least ten minutes before closing time.

Other Circulation Services

Reserving Books: Most APLS items in the online catalog including new books can be reserved online with a current library card number and PIN. (Ask at the circulation desk for a PIN/password.) Borrowers unable to locate a specific book (a book either checked out or not on the shelf) may request help in locating the item and/or in placing a hold on an item. Once reserved items are returned or found, the borrower will be notified that the item is being held at the circulation desk. Items will be held one (1) week.

Most materials at the other Evergreen Indiana libraries may be reserved as well. A few restrictions apply. New books belonging to Evergreen libraries can only be requested by patrons from their respective libraries. (See below on how to request new materials.) APLS Reciprocal Borrowers may borrow materials from APLS only.

Requesting New Books: If you know of a book from which the Library would benefit, please inform the library personnel at a service desk of the author, title, and publishing information. Library personnel will complete an order card for the item. The Library reserves the right to make the final selection.

Temporary Card: Visitors & vacationers, those here on business trips, student teachers to Decatur may obtain a temporary card for a time period up to one (1) month. A picture I.D. for identification and a non-refundable fee of ten (\$10.00) dollars is required or the non-resident partial year rate for three months. [2014 rate: \$18.00 / 3 months]

Extension of Loan Time: Those who will be on vacation at the time an item will be due can ask for an extension of the loan time. This does not apply to fourteen (14) day books, videocassettes, CD-ROMs, DVDs, any materials from other

Evergreen Indiana libraries, or other exceptions. When checking library materials out, please inform library personnel. Extension is three weeks beyond the due date.

Students working on school projects: To ensure that students have equal access to books covering project topics, students will be limited to two (2) items per subject and the loan period will be twenty-one (21) days, nonrenewable.

Interlibrary Loan (ILL): Interlibrary loan allows a library borrower to obtain any book not owned by the Library not available through Evergreen Indiana. The material may come from a nearby library or from a library as far away as California or New York. Postage and insurance are usually the only cost. Articles may also be obtained through interlibrary loan. Cost will involve postage and the price of copying periodical articles. The Library abides by the copyright laws. This service is available through the Indiana State Library. Please inform the library personnel at the reference desk who will complete ILL order with the information you give. Interlibrary loan is offered to cardholders only.

Special Collections Service: Special collections for nursing homes, classrooms, daycare centers, etc., are available upon request.

Kits for Kids: Sick kid kits and travel kits are available from the Children's Services. Please allow at least one (1) hour for preparation. Call the library at 724-2605 in Decatur and ask for Children's Services or 368-7270 in Geneva.

Service for Homebound: The Library will collect materials for homebound patrons with arrangements. Patrons in need of this service should call the library for more information.

Large Print: Large print materials are available for children and adults.

Businesses, Organizations and Churches: Businesses, organizations and churches within the library district may make use of an outreach card. Cardholders may borrow materials only for use by the establishment. Please see Business / Organization / Church Card Policy.

Library Card Replacement

Library borrowers will be assessed a two dollar (\$2.00) non-refundable fine for a new card in the event that the original card is lost or stolen. Borrowers who have expired cards should present their old cards to the circulation staff and will not be charged the two dollar (\$2.00) fee.

Please keep this as a reference.

Approved by the Library Board of Trustees
October 24, 2016