



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.

<u>Standard Hours</u>			
	Decatur		Geneva
Sunday	1:00-5:00	Monday – Wednesday, Friday	10:00-5:00
Monday – Thursday	9:00-8:00	Thursday	10:00-8:00
Friday	9:00-5:00	Saturday	9:00-noon
Saturday	9:00-1:00		

Special hours will be posted.

Borrowers

A library card is your key to many hours of entertainment and information. It is an indication of personal responsibility. Whenever library materials are checked 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.

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

- * 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 and Transitional cardholders (See inside for more information)
- * Reciprocal cards to Berne Public Library cardholders in good standing

In order to obtain a library card you must show **identification** with your present address. Examples for proper identification include:

- Valid Indiana driver's license
- Valid Indiana State Identification
- Valid US or other Government issued identification (e.g. passport, military identification, permanent resident card issued by Department of Homeland Security or Immigration Services)
- Valid identification issued by another State (e.g. driver's license)
- Valid current university or college identification (e.g. Student identification)

If the presented proper identification does not include a current address located within the library district, the applicant must present one document from the Proof of Residency list to establish residency. These include:

- Computer generated bank statement in the applicant's name within the last 30 days
- Computer generated utility, credit card company, doctor or hospital bill, issued in the applicant's name within the last 30 days and containing address of residence

- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change of address confirmation from the United States Postal Service showing prior and current address of residence (a PO Box is not acceptable as a residence address)
- Apartment lease signed within the last 30 days
- Property tax receipt issued in the applicant's name

Transitional patrons must submit a completed sponsor form in place of traditional proof of residency.

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 materials checked out and for all fees 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

Below is a list of all materials along with their borrowing periods. 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
Books from General Collections, Magazines, Audio Books, CDs, Book Bags	3 weeks	Renewable twice
Adult New Fiction	2 weeks	Renewable once
DVDs	1 week	New DVDs not renewable; all others renewable twice
Art Prints & Art Print Bags	3 months	Renewable once / 6 print limit
Games	1 week	Renewable once / 5 item limit
A/V Equipment & Other Equipment	1 week unless otherwise noted	Non-renewable
Hotspots	1 week	Non-renewable. If late, internet service will be suspended If late, library reserves the right to suspend borrowing privileges

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.

Automatic Renewals: If items you have borrowed are able to be renewed, they will be renewed automatically up to the total number of times possible. Emails are sent confirming the automatic renewal or the inability for the item to be renewed.

Fees: APLS is a fine free library for materials checked out at APLS regardless of owning library. Items checked out at other Evergreen Indiana libraries are subjected to their overdue fee policy. If fees for lost or damaged items 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 fees are paid or materials returned.

DVDs: Borrowers over 18 may borrow any video in the collection. Minors may not borrow R-rated videos unless specifically requested by the guardian who signed authorization originally on the minor's account. A limit of ten DVDs per card may be checked out at any one time.

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 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 the Decatur facility and the south side of the Geneva facility for after-hour returns. Art prints, DVDs, and audio books **must be** returned to the circulation desk. A fee (\$5.00) will be assessed per incident for any of these items placed in the external 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.

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 email. For those patrons without email, a call will be made. 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 twenty-eight (28) days of its due date. Failure to receive notices does not exempt patrons from the responsibility for payment for unreturned library materials. 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 may 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. Materials which are billed to the patron at the full replacement cost of the item, e.g. Lost or Damaged holdings, become the property of the patron once the bill has been paid in full per Evergreen Indiana policy.

Damaged Library Materials

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.

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: The Library takes book and other collection requests from our patrons. 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, publishing information, and your preferred format (e.g. print, ebook, e-audio). 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.

Transitional Card: Individuals without a permanent home but who are living in the library district may receive a short-term card no more than three months. The applicant must have a community sponsor. This card is approved for local access only.

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, DVDs, any materials from other Evergreen Indiana libraries, any material with a one or two week borrowing period, or other exceptions. When checking library materials out, please inform library personnel.

Interlibrary Loan (ILL): Interlibrary loan allows a library borrower to obtain any book not owned by the Library nor available through Evergreen Indiana. The material may come from a nearby library or from a library outside of Indiana. Postage and insurance are usually the only cost. Articles may also be obtained through interlibrary loan. Cost may involve 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 resident and non-resident 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 fee 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
September 30, 2024