

## SALEM PUBLIC LIBRARY

### CIRCULATION POLICY

Anyone may use the facilities of the Salem Public Library. In order to check out library materials, a user must have a valid library card issued by the Salem Public Library.

#### LIBRARY CARDS

Library cards are issued to the following:

1. Any resident, of the library taxing district-Washington Township, Washington County, Indiana.
2. Any non-resident who can show a current Washington Township, Washington County, Indiana real property tax receipt.
3. Any non-resident who is employed as a teacher of a school corporation or nonpublic school located in the library district.
4. Any non-resident who is employed by the Salem Public Library.
5. Any non-resident who has a valid state library card (PLAC).
6. Any non-resident who purchases a card. The current cost of a non-resident card can be found in the Salem Public Library Fines and Fees Schedule.

#### LIBRARY CARD REGISTRATION

1. Applicants for library cards must be able to present valid photo identification and proof of current address.

The following may be used for photo identification: Valid driver's license or state identification, Government issued photo ID (e.g. military ID or passport), Student photo identification.

If the photo identification does not display a current address, the applicant must provide an additional proof of address. The following may be used for proof of address: Utility bill, Tax statement, Renter's receipt, Voter registration card.
2. In order to receive a library card, patrons are asked to complete a registration card with complete name, address, phone number, and date of birth.
3. Children under 18 years of age need the signature of a parent or guardian on their registration card. The parent or guardian must have a valid library card in good standing with no overdue material or fines.

## LIBRARY CARD USE

1. Library cards must be presented whenever materials are borrowed from the library.
2. Library cards are issued for one year. Non-resident cards may be issued for varying time frames. See the current Salem Public Library Fines and Fees Schedule for details.
3. Replacement card costs can be found in the Salem Public Library Fines and Fees Schedule.
4. Card holders are asked to notify the library of changes in their name, address, or telephone number.
5. No one may use a borrower's card except the borrower or a member of their household who is in possession of the card at time of checkout or has been given prior permission by the card holder. An individual may not use another individual's card if they have an outstanding account of their own.
6. Library cards are the responsibility of the individual. Do not loan your card to friends. You are responsible for all items checked out on your card. Please report lost or stolen cards immediately.

## LOAN OF MATERIAL & EQUIPMENT

1. Borrowers may check out up to 50 books, magazines, and audio books at a time. Books, magazines, and leased audio books check out for 2 weeks at a time. Audio books owned by the Salem Public Library check out for 4 weeks. DVDs and videos check out for 1 week.
2. Borrowers may check out up to 3 DVDs/videos per adult account at one time.
3. Parents/guardians who wish to limit the amount or determine the suitability of the material selected by their children should accompany and supervise the borrowing process. Parents/guardians should not rely on the library staff for such supervision.
4. The library staff has the right to limit the number of books and materials on any subject or format.
5. Reference books, all current magazines, newspapers, Indiana local history collection, and certain materials do not check out.
6. There will be a 1 day grace period on materials to allow for items left in the dropbox after closing on the date due.

## RENEWALS

1. Material may be renewed two times, unless there is a reserve on it.
2. You may renew in person, over the phone, or online at the library's website.
3. Material borrowed through interlibrary loan may not be renewed, unless special permission is granted.

## RESERVES

1. Material in the library collection may be reserved. Patrons reserving material must provide name and valid phone number or email, so they can be notified when material comes available.

## FINES AND FEES

1. The fines and fees for the Salem Public Library are reviewed annually by the Library Board of Trustees. The current listing of fines and fees can be found in the Salem Public Library Fines and Fees Schedule.
2. While the library will renew materials that are overdue if the borrower requests it, no new materials may be borrowed while material is overdue or if a fine exceeding \$5.00 remains to be paid.
3. As a courtesy, the library will attempt to notify patrons with overdue material a minimum of two times.
4. Accounts that are overdue by 90 days or more and have an outstanding balance of \$25 or more, may be submitted to a collection agency. An additional \$10.00 filing fee will be added to the patron account when sent to the collection agency.
5. When an item has been overdue 6 months, the item is considered the patron's and the cost of the item will be charged to the patron's account.
6. Each borrower is held responsible for all material borrowed on their card and all fines incurred thereto. The adult who signs the registration card for a minor is responsible for the fines and fees on the minor's account. Patrons are expected to return all materials in essentially the same condition they received them and to pay for all damages or loss occurring while in the patron's possession.
7. When lost or damaged materials are paid for, the desk assistant will issue a receipt. Once an item is paid for, there will be no refunds, even if the item is later found by the patron.

## INTERLIBRARY LOAN

1. The library will borrow materials through the interlibrary loan service with cooperating libraries.
2. The patron must be in good standing with no fines or overdue materials on their account in order to be eligible to use this service.
3. Length of checkout time will be determined by due dates from the lending library.
4. Fines incur the same as our policy.
5. Reciprocal borrowers need to request ILL items through their home library.

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