

ARGOS PUBLIC LIBRARY
142 N Michigan Street
Argos, IN 46501
Telephone: 574-892-5818
Fax: 574-892-5818

HOURS: Mon, Wed, Fri.: 10:00 AM -- 6:00 PM
Tues, Thurs.: 11:30 – 8:00 PM
Sat: 10:00 AM – 2:00 PM

CIRCULATION POLICY

CONTENTS:

- ❑ **Obtaining a Library Card**
- ❑ **Types of Library Cards**
- ❑ **General Information about your Library Card**
- ❑ **Circulation of Library Materials**

OBTAINING A LIBRARY CARD:

Persons applying for an APL library card must have one of the following :

1. Valid photo ID showing current eligible residential address: this will either be a valid IN driver's license, valid state of IN ID, or an Argos Community Schools ID with photograph.

PLUS one of the following:

2. Utility bill showing person's name & current address, current check with preprinted name and address, current bank statement, rent receipt for current address, or current property tax papers.

OR:

3. Valid, current IN driver's license without an eligible current address located within the library taxing district.
PLUS TWO pieces of current business type mail as listed under #2 above.

Depending on the type of library card, other material (such as a library card from another library) may need to be presented in addition to the types of identification listed above.

Once the appropriate identification has been shown and accepted, a library card application will be presented for completion. The signature on this application indicates that the library cardholder accepts all library policies and procedures and assumes responsibility for all fines and replacements of lost or damaged materials. New adult cards will be mailed to patrons. A family adding a new member may receive their new card immediately if all other family members are in good standing.

TYPES OF LIBRARY CARDS

A patron may apply for one of the following applicable types of library cards:

- Resident Adult**
- Resident Youth (5-17 years of age)**
- Reciprocal**
- Public Library Access Card (PLAC Card)**
- Non-Resident Adult**
- Non-Resident Student**
- Non-Resident School Employee**

Resident Adult

Residents of the town of Argos and Green and Walnut Townships in Marshall County who are age 18 and over are eligible for an adult resident card. Property and/or business owners in Argos or Green and Walnut Townships, who live elsewhere, are also eligible to apply for a library card by presenting proof of local property and/or business ownership in conjunction with any other identification required by the library to obtain a library card.

Resident Youth (5-17)

The parent or legal guardian of a minor (under age 18) must sign the application at the library before a card is given to the minor. In addition to agreeing to adhere to all library policies and procedures, the signature of the parent or legal guardian of the child designates that the parent or legal guardian will accept ultimate responsibility for any fines or replacement of lost or damaged materials charged to the minor's library card.

Reciprocal

Argos Public Library belongs to the IN State Reciprocal List. Libraries who elect to be a part of this list will loan to all other libraries on the list which includes over 100 other public libraries in Indiana. The applicant's library card from another IN public library must be shown, along with other applicable APL, federal or state identification plus school identification in order to obtain the APL reciprocal card. The applicant must also be in good standing (i.e. non-excessive overdue materials and/or fines) at their home library.

Public Library Access Card (PLAC Card)

The Public Library Access Card (PLAC card) allows the holder to borrow materials from any public library in Indiana. It can be issued to any state resident who has a public library card from an Indiana public library and is in good standing (i.e. non-excessive overdue materials and/or fines) at that library. This card may be purchased for an annual fee that is determined annually by the Indiana State Library. PLAC cards are valid for one year from the date of purchase. Materials borrowed with a PLAC card should be returned back to the

library from which the patron made the request and received the book.

Non-Resident Adult

Persons that do not live in an Indiana public library district and do not have a library card at an Indiana public library may purchase a non-resident library card if they choose. The cost of the Argos Public Library card is \$50.00 and is good for one year from the date of purchase. Each library sets its own annual cost which may change yearly.

Non-Resident Student including Foster Children

Students enrolled in the Argos Community Schools or any college including all foster children residing in the Argos Public Library taxing district are eligible for a free NR Student Card. The parent, legal guardian, or foster parent of the applicant must sign the application for a minor child at the library before it is mailed to them. In addition to agreeing to adhere to all library policies and procedures, the signature of the parent, legal guardian, or foster parent designates that they will accept ultimate responsibility for any fines or replacement of lost or damaged materials charged to the new library card.

Non-Resident School Employee

Employees of the Argos Community Schools who reside outside of the library district are eligible for a NR School Employee card while employed with the school.

NON-CARDHOLDER COMPUTER USE:

No residence restrictions apply to use of the computers. A signed computer use policy must be signed by the parent or legal guardian before a minor can use the Internet, however this is not required for adult (over 18 yrs. of age) patron use.

THINGS TO KNOW ABOUT YOUR LIBRARY CARD:

Check Out:

Most materials check out for 3 weeks with one renewal of another 3 weeks. The exceptions are DVDs, which check out for 3 days with 1 renewal period and Check out Reference materials check out for 1 week with no renewals.

Materials put in the drop box after the library closes will be checked in the next business day. There is a drop box for books and one for DVDs beside the main door. Telephone renewals must be called in during posted library operating hours. Patrons may access their personal records online at the library website, www.argospubliclibrary.com to renew, place holds, and view materials checked out to them. A free app is also available for smart phones which will allow patrons access to their records while on the go. Ask at the first floor circulation desk.

The signed card holder (or the parent or legal guardian that signed a Youth card) is responsible for anything charged to the library card. Thus, patrons should report a lost or stolen library card immediately to the library so that the card may be deactivated and no further check outs will be allowed on that card.

Patrons must present their library card in order to check out materials from the library or to use the computers. Lost cards may be replaced at a cost of \$1.00. The previous card will be deactivated. However, any checkouts, fines, and other information will be transferred from the old card to the new card.

Overdue fines:

There is a charge of \$.10 per day per item for all items, except movies, which are \$.50 per day. The maximum fine will not exceed the replacement cost of the item/s. Checkout privileges are suspended when an individual card shows \$1.00 or more in outstanding fines. If the combined household fines are \$10.00 or more, all fines must be paid in full before any family member can check out any library materials or use the computers. Books and related materials may be renewed one checkout period unless there are special circumstances. Items that have a reserve on them will not be renewed.

Overdue notices are a courtesy of the Argos Public Library. The library no longer routinely calls or mails overdue notices. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees

Returning Materials:

Materials may be returned at either library circulation desks. Materials can be returned in the appropriate drop boxes on the south side of the main door. Items placed in the drop box after library hours on the due date will not be charged a fine for that one day. Fines will be adjusted if the library has an unscheduled closing.

Damaged or Lost Materials:

Materials will be marked as Lost if not returned after 45 days and all fines incurred will revert to the cost of the item (current value or replacement cost, whichever is greater) plus a \$3.00 processing fee/item. If a lost item has been paid for by the patron, there will be no refund for returning the item as the patron has paid for the item and it is now under the patron's ownership. If the library's original purchase cost cannot be determined, it will be estimated. Third party collection fees are also non-refundable.

Holds:

A hold may be placed on items that are currently checked out or otherwise temporarily unavailable for immediate check out. When the item does

become available, a person with the first hold will be notified and given the opportunity to pick up the item within 5 days of receiving notification. If the item is not picked up within 5 days, the item may be returned to the shelf, or, if there are other holds on the item, the next person on the list may be notified and given the opportunity to pick up the item.

Requests for Purchase: APL welcomes patron requests for materials. Written requests may be submitted to a staff member for the library to obtain. The library reserves the right to determine how, or if, an item will be acquired.

Interlibrary Loan Books published more than 6 months before the request may be obtained through Interlibrary Loan (we will borrow from another library if possible). Interlibrary Loan may also be used for other types of requests, including requests for magazine articles or requests for multiple items on a certain subject. We receive shipment once a week, so we cannot guarantee how long it will take to receive a request. Some items are not available from another IN library and will be mailed from out of state. Patrons are required to pay the return postage on this type of borrowing and may decline approval to pay a postage fee before we order an item. ILL items must be returned to APL and we will then ship the item back to the lending library.

The due date for an Interlibrary Loan item is determined by the lending library. Patrons must contact APL one week before the due date if they wish to try and renew any ILL materials. The acceptance of the renewal request depends solely on the lending library and not all libraries will renew items. If the item cannot be renewed, the patron is welcome to request the item again once it is returned to the library.

Occasionally, patrons will request to buy books for themselves through the library. Unfortunately, we are unable to do this for the general public. We will, however, consider obtaining the item for the library collection.

Waiver Claims

Occasionally, a patron may be assessed a fine and/or have borrowing privileges restricted for items the patron claims were returned, were not checked out at all, or were not damaged while in their possession. For each instance, the library will place a waiver claim on the patron's record. For each waiver approved, all fines pertaining to that waiver will be waived and any items pertaining to the waiver claim that are attributed as being checked out to a patron will be removed from the patrons record. Each waiver claim will be noted in the patron's record. Each patron is allowed two lifetime waiver claims; after that, additional claims will not be granted and the patron will be responsible for assessed fines. A waiver must be implemented within 30 days after the first attempt to deliver the certified letter concerning these fines.

Revised: January 19, 2009; Revised with approved changes March 18, 2013; Revised with approved changes April 18, 2016; Revised with approved changes March 20, 2017; revised with approved changes 05/15/17. Reviewed with no changes 2/19/18; reviewed with wording change 3/19/18: approved 4/16/2018. Reviewed with wording change 7/16/18, approved 8/20/18. Reviewed with wording change 5/20/2019. Reviewed with working change 03/16/2020.