

POLICY

APPROVED BY: Board of Library Trustees
APPROVAL DATE: June 27, 2019
EFFECTIVE DATE: June 27, 2019
NEW () REVISED (X)

It is the policy of the Allen County Public Library to promote the free and convenient use of library books and materials and to assure that materials will be available for public use.

Library cards from the Allen County Public Library provide access to a wide variety of information and services at the Library. Library cards remain the property of the Library and usage may be suspended if Library policies or Code of Conduct are violated.

The Library has numerous card types with varying borrowing privileges as established in the Library's Circulation Schedule. These cards are free to applicants who meet any of the following criteria:

- Is a resident of Allen County, Indiana with a permanent street address.
- Owns property in Allen County, Indiana.
- Has a Public Library Access Card (PLAC) from a participating Indiana public library.
- Is a staff member of the Allen County Public Library.
- Are a temporary/transitional resident of Allen County.

Individuals who do not meet the criteria outlined above may purchase a Library card at the price established in the Schedule of Fines and Fees.

All individuals must present approved proof of identification at the time of registration.

Cardholder Responsibilities

Library cardholders are responsible for all activities surrounding the use of their cards, including:

- Materials checked out on library cards, including those checked out up to the point a card is reported lost or stolen. Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for use of cards for children under the age of 18.
- Payment of fines and fees. With the exception of emancipated minors who are responsible for their own accounts, parents or legal guardians assume responsibility for fines and fees that accumulate on the cards of children under the age of 18. Parents and legal guardians may have access to the information associated with materials that have accrued fines and/or fees. See the Schedule of Fines and Fees.

- Returning materials in good condition. A charge will be assessed for lost or damaged materials up to the cost of the item plus a processing fee. Failure to pay for lost or damaged items will result in restricted borrowing privileges.

Loan periods and limits vary according to material type as established in the Library's Circulation Schedule.

Materials Recovery

To ensure materials are returned in a timely manner and in good condition the Library assesses overdue fines and replacement fees. Accounts of patrons with overdue materials may be referred to a materials recovery service. A processing fee is applied to any account turned over to a collection agency for recovery. See Schedule of Fines and Fees.

Confidentiality of Patron Information

Library card information and patron circulation records are confidential as outlined in the *Library Records* policy, (i).