



Eckhart Public Library

Library Card Policy

Eckhart Public Library is a member of the Evergreen Indiana consortium as of August 1, 2016. This policy reflects the policies of Evergreen Indiana. Evergreen Indiana policies can be viewed at https://blog.evergreen.lib.in.us/?page_id=2770. Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees, for payment for lost or damaged materials, and for following all policies related to library card use.

Qualifications

Resident Cards

Residents and property owners in the Eckhart Public Library taxing district ages three and older may apply for an Evergreen Indiana resident library card. The Eckhart Public Library taxing district is the City of Auburn, Indiana, and Union Township, DeKalb County, Indiana. These patrons will receive a “green” Evergreen Indiana card allowing full access to Evergreen Indiana materials and services.

Subscription Cards

Indiana residents not living in the Eckhart Public Library taxing district may purchase an Individual Annual Subscription at any service desk. The Individual Annual Subscription fee is based on the library’s per capita expenditure for the preceding year, per IC 36-12-2-25. These patrons will receive a “green” Evergreen Indiana card allowing full access to Evergreen Indiana materials and services.

School District Employees

Employees of DeKalb County Central United School District are eligible for a library card at no cost at Eckhart Public Library. Proof of employment and picture identification must be shown when applying for a card. These patrons will receive a “blue” Evergreen Indiana card, with borrowing privileges limited to Eckhart Public Library.

Student Cards

All students age three and up who are eligible to attend DeKalb County Central United School District schools and are Indiana residents, but do not reside within the library’s service area may purchase a library card. Student cards are for checking out materials for use by the student only. Materials shall not be checked out for use by parents, guardians, other members of the household, or other individuals. If a

Student Library Card is misused, borrowing privileges shall be suspended. These patrons will receive a “blue” Evergreen Indiana card, with borrowing privileges limited to Eckhart Public Library.

Institutional Cards

Institutional Cards are issued to organizations such as preschools and nursing homes located within the library’s taxing district. The head of the institution must send a letter to the library director agreeing to pay for lost or damaged items and providing the names of people authorized to use the card.

Transitional Cards

Per Evergreen Indiana policy, transitional library cards are for residents in the library service area without a permanent address. Patrons may check out up to 3 items on the account, and cards must be renewed after three months.

Registration for transitional cards requires a community sponsor to verify the patron is a resident of the library service area. Community sponsors must reside in the library’s service area or be employed with a social service agency that serves DeKalb County. Eckhart Public Library is committed to protecting the privacy of all library users. Sponsors’ contact information may be used as a proxy to contact the cardholder; however, sensitive personal information about patron use of library materials and services will only be shared with the cardholder.

Financial responsibility for library materials rests with the transitional cardholder, not the community sponsor.

Minors

An adult showing Proper Identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for late, lost, or damaged materials charged on such minor’s library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a sponsoring adult. The minor child must be present during the registration process. Contact addresses should be obtained for both the minor and the sponsoring adult. The minor’s home address must qualify for service. The sponsoring adult’s address will be used for mailed communications.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A “limited access” card, which prevents the user from checking out “R-rated” and “M-rated” audiovisual materials, is available for minors.

The library collection is accessible to all patrons. Responsibility for the use of the library's collection by children under the age of 18 rests with their parents and legal guardians. It is only the parent or legal

guardian who may restrict his/her children under the age of eighteen from access to library materials or services.

Proper Identification

All applicants for an Evergreen Indiana library card must present one of the following:

- a valid Indiana Driver's License which displays a current address
- a valid Indiana State ID which displays a current address
- a current government issued photo ID (e.g., military ID, passport)
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented identification does not display a current address, the applicant must also present one item from the following list that displays a current address:

- computer generated bank statement issued in applicant's name within the last 30 days
- 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 P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

Authorized Proxy Borrowers

Library cardholders may authorize up to three proxy borrowers on an account. A proxy borrower may select and check out items on the cardholder's library card. If the authorized proxy borrower is a current Eckhart Public Library cardholder, the patron must be in good standing on his or her own account to assume a proxy borrower status.

The cardholder may authorize a proxy borrower in person by showing their library card and valid photo ID, or over the phone by confirming their birth date. Information about proxy borrower status will be entered into the Evergreen system. Proxy borrowers may only check out items for cardholders at Eckhart Public Library. Proxy borrowers must show a valid photo ID to check out items.

The proxy borrower will inform staff that items are to be checked out on behalf of the cardholder. The proxy borrower must show picture identification when borrowing materials on behalf of the cardholder or have a photo taken and uploaded to the cardholder's account.

The cardholder is responsible for all items checked out by an authorized proxy borrower on the cardholder's library card, and the cardholder is responsible for all fines and fees.

Proxy borrower authorization may be rescinded by the cardholder at any time in person or by contacting Eckhart Public Library by telephone. If authorization is rescinded by telephone, the cardholder must provide his or her library card number.

A proxy borrower who does not have a valid Eckhart Public Library card does not have cardholder privileges of his or her own.

Materials checked out by an Authorized Proxy Borrower are for use by the cardholder only. Materials shall not be checked out for use by the Authorized Proxy Borrower or other individuals. If the Authorized Proxy Borrower program is misused, borrowing privileges shall be suspended.

Using a Library Card

Cardholders must show their library cards to check out materials, except when checking out materials via an Authorized Proxy Borrower.

Eckhart Public Library cardholders may check out items three times without their library card in a calendar year; a driver's license is required. After three times, the cardholder is asked to replace his or her library card for a fee. Patrons traveling to Evergreen Indiana libraries other than their home libraries must present their official Evergreen Indiana library card.

Patrons applying for a new library card will receive their library card at the time of registration. Accurate contact information is vital for patrons to receive automated notifications about their library accounts including information about arrived holds and overdue items. When processing new cards, public service staff tests contact information. If any of the provided methods of contact are found to be invalid, a block will be placed on the account and an alert message added until the correct information can be verified.

Registrants' checkouts will be limited to three books, magazines, DVDs, CDs, or audiobooks at a time for the first two weeks after registering for a library card. If a patron has an official piece of mail addressed to them, dating from the last 30 days, the checkout limit will be waived and a postcard will not be sent to the provided address.

Cardholder Privileges

Cardholders in good standing may check out all circulating materials from Eckhart Public Library.

Cardholders in good standing may check out e-books and e-audiobooks from the Northeast Indiana Digital Library consortium through OverDrive. (Cardholders from other Evergreen Indiana libraries may not check out e-books and e-audiobooks from the NIDL consortium unless they are cardholders at another library that is a member of both NIDL and Evergreen Indiana.)

Cardholders in good standing may request materials through interlibrary loan.

Cardholders with fines and fees of \$10.00 or more are not in good standing, and will not be allowed to check out materials at Eckhart Public Library until the fines and fees are paid.

Cardholders may access their accounts 24 hours a day, seven days a week at epl.lib.in.us. Cardholders must acquire a personal identification number (PIN) at the Circulation Services or Information Services desk before accessing accounts online. Cardholders may not be able to access their account during scheduled or unscheduled website downtime.

Cardholders with “green” Evergreen Indiana cards may place holds on any Evergreen Indiana library’s holdable materials.

Cardholder Responsibilities

Cardholders must inform an Eckhart Public Library staff member at any service desk if they have a change of name, address, or phone number. The cardholder’s current library card will be updated at no charge.

Cardholders are responsible for the care and return of all items checked out on their card.

Cardholders are responsible for notifying staff if their library card is lost or stolen. If not reported, the cardholder is responsible for all materials checked out on their card. A card replacement fee will be charged.

Cardholders may not loan their library card to others to check out items (unless the person is an Authorized Proxy Borrower) or to use a public access computer.

The Eckhart Public Library Board of Trustees reserves the right to change this policy without notice.