



Eckhart Public Library

Circulation 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.

Check Out

Borrowing Privileges

A patron must present an Evergreen Indiana library card each time they wish to borrow materials, and their account must be in good standing.

In most cases, a maximum of 100 items may be checked out simultaneously on an Evergreen Indiana library card. The following items also have maximum limits at Evergreen Indiana libraries:

- 10 DVDs (3 of which may be “New”)
- 10 VHS
- 10 CDs
- 6 art pieces
- 5 equipment
- 2 video games
- 2 e-readers

Loan Periods

Most items check out for 21 days.

The following items check out for 14 days: new books; new audiobooks; video games; and e-readers, hotspots, and other devices.

New magazines and new DVDs check out for 3 days. E-books and e-audiobooks check out 7, 14, or 21 days, depending on patron preference.

Loan periods for items checked out via interlibrary loan vary by lending library.

Renewals

Items may be renewed in person, by phone at 925-2414 ext. 120, and online at epl.lib.in.us. Some materials may not be renewed, and items with holds may not be renewed. Items eligible for automatic renewals will be renewed on their due date. Items may not be renewed past Evergreen Indiana consortium limits.

Loss of Privileges

A patron's access to materials will be limited due to overdue materials or fines and fees. A patron's card will be blocked from checking out items, using computers (except as outlined in the Computer Use Policy), and downloading e-books and e-audiobooks if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and fees. A patron's card may be blocked if a related group or family members (such as minor children) have blocked cards.

Returns

Borrowed materials may be returned at any Evergreen Indiana library. Equipment such as hotspots, tablets, e-readers, and "library of things" items must be returned at an Eckhart Public Library service desk.

Deposit boxes and book drops may be closed periodically for maintenance or cleaning.

*Hold*s

Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp, and staffcard profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Patrons with limited access cards, including student and educator cardholders, may only place holds on items owned by Eckhart Public Library.

Patrons may have up to 30 unfilled holds in the system.

The following items cannot transit: art, bestsellers, equipment, ILL, kits, media, new books, realia, reference, software, software-gaming, talking book, and videocassettes. Some Evergreen Libraries also elect not to transit CDs and DVDs.

Items can be requested through traditional interlibrary loan by patrons with full access and limited access Evergreen cards.

Fines and Fees

Fines

Most overdue materials incur fines of 25 cents per day per item. Some equipment, including ereaders and hotpots, incur fines of \$5 per day per item.

Lost or Damaged Items

Patrons who return items damaged beyond normal wear and tear will be charged fines. If the item is beyond repair or the item is lost, patrons will be charged the cost of replacement and a processing fee.

Payment

Fines and fees may be paid at any Evergreen Library, or online with an added convenience fee. Patrons may pay all or a portion of the amount owed.

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