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| Title: Library Card Policy       | Policy Number: 220                |
| Effective Date:<br>July 27, 2015 | Supersedes policy number or date: |
| Review Date:                     | July 2017                         |

- I. Purpose: To define rules and responsibilities for receiving a library card at the Crown Point Community Library (CPCL).
- II. Scope: Applies to all users and employees of the Crown Point Community Library.
- III. Background: None
- IV. Definitions:
  - Service area –Center and Winfield Townships.
  - Resident card – library card available to any tax payer or property owner, and persons in their household, in the Crown Point Community Library service area. This card is free.
  - Non-Resident Card – Library card available to any person who does not reside in the CPCL service area and wishes to have full library privileges. Fee is determined each year by the Library Board of Trustees.
  - Teacher Card – any teacher/educator working within the CPCL or the Crown Point School Corporation may receive a library card. Proof of current employment is required. This card is free.
  - Reciprocal Borrower Card – any regular library card holder from reciprocal borrowing library partners are eligible for a Reciprocal Borrowing card from CPCL.
  - Public Library Access Card (PLAC) – Residents or non-resident taxpayers of any participating Indiana public library district who have a current library card are eligible to purchase a PLAC. PLAC fees are

determined by the Indiana State Library and may change each year. Cards expire one year from date of purchase.

V. Policy:

- a. Library cards are free to applicants of any age who meet any of the following criteria:
  - i. All residents or property owners in the CPCL service area.
  - ii. Residents or property owners in Reciprocal Library service areas.
  - iii. Businesses or institutions in the CPCL service area. Use of this card should be in support of the purpose and operation of the organization. This card is not intended for individual use.
  - iv. Crown Point Community Library employees.
- b. Individuals 18 years or older are considered adults when obtaining a library card and must show proof of identity and address.
- c. Minors (under age 18) who are legally emancipated must show proof of identity and address when applying for a library card.
- d. Minors (under age 18) must have a parent's or legal guardian's permission and signature on the library card application to accept financial responsibility for fines or fees on the record.
- e. Library card holders are responsible for all materials and fines or fees on their library record.
- f. Parents or legal guardians have sole responsibility for the materials checked out on their minor child's library card. The Library does not act in loco parentis and encourages discussion on appropriate use of library privileges.
- g. Library materials are on loan for a specific period of time, dependent on collection. There are limits to the number of holds or items checked out on a library card.
- h. Fines are collected for overdue library materials, lost, and damaged materials.

- i. Use of the library and/or its services may be denied for, but not limited to, the following reasons: failure to return library materials or equipment, failure to pay library fines and fees, destruction of library property, or illegal activity in the library.
  - j. The Library Director is authorized to establish and enforce procedures and limits for library privileges and will inform the Board of changes.
- VI. Enforcement: The Crown Point Community Library has the right to set and enforce rules and regulations concerning the use of library cards.

Approved by the Library Board of Trustees July 27, 2015

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President, Library Board of Trustees

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Date