

Circulation Policy

To meet the various needs of library patrons, Marion Public Library maintains circulating collections of books, magazines, audio books, Playaways, Launchpad's, DVDs, compact discs, art prints and downloadable eBooks, audiobooks, movies and music.

Library Cards

Resident cards are available to all residents and/or property owners in the taxing district.

Applicants for library cards must present identification with proof of residence. People who own property but do not live in the taxing district, must show a property tax receipt or other proof of ownership. Youth under 18 years of age must have an adult sponsor. Adult sponsor must present identification with proof of residence. The child's sponsor (usually a parent or guardian) is responsible for all lost or damaged items. Any adult who has been turned over to collection agency may not be a sponsor for a youth card. All patrons applying or renewing their library card will have photograph taken and attached to their Horizon account.

Nonresident cards may be obtained by paying an annual fee for an individual card that is determined yearly. Six month cards are also available. Public Library Access Cards (PLAC) are available to Indiana residents who have a current library card from any Indiana Library. PLAC fees change yearly. Current fee is posted at Circulation and on MPL website (www.marion.lib.in.us)

Organization Cards

The applicant shall fill out an Organization application signed by the executive officer of the institution (or the library may require a resolution of the board of directors or trustees signed by their secretary) requesting issuance of a library card and stating that the institution agrees to accept responsibility for all materials charged to the card number and will pay for overdue, damaged, lost, etc. materials and would be billed for charges. The executive officer shall sign the application for library card. The executive officer may specify on the application who may use the card. The card may be used for all library materials except home use only DVD's. The card will be for official (not personal) use by the executive officer and his/her staff. The card may be used only for borrowing materials relating to the operation of the institution. A card will not be issued. Authorized persons must bring in identification and Circulation Assistant will enter in the name of organization and will check to make sure that the individual's name is on the list.

Nonresident Teacher/Administrator Card is available for **any licensed teacher or administrator** employed at one of the following school systems: 1. Marion Community Schools 2. *Faulkner Academy* 3. *St. Paul Catholic School* 4. *Lakeview Christian School* 5. *Paddock View*, 6. *Little Giants Preschool*, 7. *Ivy Tech*, 8. *Indiana Wesleyan University*, 9. *Kinwell Academy (formerly, the Crossing)*

School Children cards. Students attending Marion Community Schools, Faulkner Academy, St. Paul Catholic Church, Little Giants Preschool, Kinwell Academy (formerly, the Crossing), Ivy Tech, and Indiana Wesleyan are eligible for a free Library card regardless of where they live with proof they are attending a school in the district. The child's parent or legal guardian is

responsible for all lost or damaged items. Age appropriate materials may be checked out on a student card. DVD's may not be checked out on a student card.

Computer Use Codes are required to access MPL internet computers and will be issued to anyone 13 or over. Picture id is required to obtain a code. Codes will be denied to patron's whose account has been turned over to the collection agency. Parent or adult sponsor may use their ID to sign-up underage patron for a computer code.

Resident and Nonresident Library cards may be replaced for \$1 fee.

Check-out or Loan Periods

- New fiction, e-books & reserves.....7-21 days
- Other nonfiction and fiction.....21 days
- Fiction Videos, DVD's & Video Games,7 days
- Music audio.....21 days
- Hot Spots.....7 days
- Vacation and other special loans are available upon request.

Loan Limit: A maximum of 50 items may be checked out to a Library card holder.

Renewals

Items may be renewed online, in person, or over the phone if there is not a hold placed against the item. No more than two renewals per item without special approval of the appropriate supervisor will be granted. AV materials may only be renewed one time. Seven day DVDs/Video & Video Games may not be renewed.

Interlibrary Loans

Interlibrary loans may be requested for items not owned by the Marion Public Library and will be subject to all the rules identified in the Interlibrary Loan Policy.

Reserves

All print circulating Library materials may be placed on reserve. Notification that a reserve is ready may be by mail, email or telephone. Nonfiction DVDs and audio books may also be reserved. Seven day loan DVDs are not permitted to be reserved. Hotspots can be reserved, with the hold period being 24 hours. Patrons will be notified of the hotspots availability via either phone or text.

Returning Materials

Patrons are responsible for returning all items by or on their due date.

Lost/Damaged Materials

Patrons are responsible for all materials checked out on their Library card. If materials are lost or damaged, patrons will be charged the amount the library paid to buy the item, not what it would cost to replace the item or items.

Receipts are given to patrons who pay for lost/damaged materials. The Library will give reimbursement for a lost item if the item is returned in good condition to the library within three months from the time of payment. Lost items paid for, but not returned within three months will not be reimbursed.

Patrons with overdue materials may be alerted by the Library in one of several ways: email, automated telephone system or by United Postal Service. Patrons may select the method of notification.

Collection Agency

Library patrons whose materials, fees or other charges exceed \$25.00 will be sent to a collection agency and an additional \$10 fee will be added to their account.

Adopted by the Marion Library Board of Trustees 12/17/2013

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To be reviewed annually