

CIRCULATION POLICIES

Loan periods, renewals, fines, and hold status

Material	Length of Loan	Renew Limit	Limit of Items	Late fee/day	Max.Late Fee Per Item	Hold Status
Audio Visual Equipment	1 Day	0	2	\$5 deposit forfeited		
Select Reference Items	1 Day	0	5			
New Fiction DVDs (less than 3 months on the shelf)	3 Days	1	5	\$0.50	\$5.00	Holds only at local branch
Reader's Express	1 Week	1	5			
General Collection DVDs Including TV and Nonfiction	1 Week	1	5	\$0.50	\$5.00	System Holds
Audio Books - CDs	2 Weeks	2	10			System Holds
Board Games	2 Weeks	2	5			System Holds
Books	2 Weeks	2	No Limit			System Holds
Books to Go Kits	2 Weeks	1	1			System Holds
CD - Music	2 Weeks	2	10			System Holds
CD-ROM/Computer Games	2 Weeks	2	5			System Holds
Children's Magazines	2 Weeks	2				System Holds
Digital Audio Books (Playaways)	2 Weeks	2	10			System Holds
Encyclopedias	2 Weeks	2				System Holds
Indiana Digital Media – including E-Books, E-Audio, E-Video, E-Music, E-Magazines	2 Weeks	1	10			System Holds
Magazines – Not Current	2 Weeks	2	No Limit			System Holds
Slides	2 Weeks	2	6 boxes			System Holds
Vertical Files	2 Weeks	2	3 per subj			System Holds
Artwork - Paintings	6 Weeks	1	10			
Teacher Loan	6 Weeks					
Interlibrary Loan Material	Varies	0	3			
Reference	In library only	NA				
Microfilm	In library	NA				

	only					
Newspapers and current magazines	In library only	NA				

Maximum late fee total per patron: \$25

Responsibility

- A patron is financially responsible for all materials checked out on his/her card.
- Parents and/or guardians are responsible for all materials checked out on minor (17 years or younger) children's card.
- If a card is lost or stolen, the patron must notify the library immediately. The patron will be responsible for any materials checked out on a lost or stolen card until the library is notified.

Late Materials

- Two (2) weeks -- Notice mailed
- Four (4) weeks -- Second notice mailed
- Six (6) weeks -- Bill notice mailed
- Eight (8) weeks -- Collection agency

Damaged and Lost Items

- Patrons must pay for all damaged and lost items at the replacement cost of the item plus a cataloging fee of \$5. The library does not issue refunds for lost or damaged items that have been paid for by the patron unless the library is in error.

New Registrations

- New registrants must have proof of current address and driver's license or other government issued photo ID.
- Property owners in Clinton County that live outside the Library taxing district County can obtain a library card, but they must bring in a current tax receipt each year.
- Teachers who live outside of Clinton County but who work in Clinton County may obtain a library card.
- Library employees who live outside of the Library taxing district may obtain a library card.
- A patron must present his/her card when they check out materials. 3 items can be checked out with a photo ID for adults only. Patrons under 18 are not allowed to check out with a photo ID.

- Replacement Cards Costs
 - Adults \$2.00
 - Children \$1.00
- If a patron has had a library card and it has been damaged from use (not willful neglect) we may issue them a new card free of charge.
- A patron must be 18 years old to check out audio-video equipment.
- There is no limit on materials checked out on a first-time registration--other than the limits established.
- A parent/legal guardian can sign the library card if the child is unable to sign. Parent/legal guardian must have proof of current address and driver's license or other government issued photo ID.
- K-12 students who do not live in the taxing district, but who attend a school in the taxing districts may register for a card. Patron must show proof of school attendance in Clinton County. Cards are good for one year. DVDs may not be checked out on these cards.
- There is no age limit for issuing cards.
- Borrowed DVDs are for home use only.
- Parents can check-off on the registration form if they do not want their minor child to have access to R-rated DVDs. Cards issued with this restriction also cannot access DVDs labeled TV-MA and "not rated" DVDs in the adult collection that were produced after 1968.
- Parents can check-off on the registration form if they do not want their minor child to have access to any DVDs.
- Some DVDs are not rated. Parents and guardians are responsible for selection of unrated materials for patrons under the age of 18.

Holds

- Holds can be placed on all library materials
- Hold limits
 - Books 20
 - Board games 5
 - Books on tape or CD 10
 - Digital audio books 10
 - Fiction and Nonfiction DVDs 10
 - Indiana Digital Media content 10

Fee Card

- Patrons who live who live in a nontaxing library district, may purchase a fee card:
 - 1 year \$100.00
- Fee cardholders may check out all materials.

Reciprocal Card

- Reciprocal borrowing is an arrangement whereby persons who live outside the boundaries of Frankfort Community/Clinton County Contractual Public Library District may borrow materials from The Frankfort Library or the Clinton County Contractual Libraries. Reciprocal cardholders may check out all materials.
- To be issued a reciprocal card a patron must show his/her library card from a participating library. The library card cannot be expired. If a patron does not carry a card, the patron must show proof that they are registered and in good standing with the library. (e.g. a letter from their library) Children in Perry and Kirklin Township are not required to show proof.
- Restrictions: No reciprocal cardholder may check out AV equipment. All reciprocal cards expire June 30th.
- Persons who may apply for the reciprocal cards include residents of Perry and Kirklin townships in Clinton County and any resident card-holders of other library districts in Indiana that follow the rules of the Indiana Public Library Resources Sharing program.

Public Library Access Card

- Anyone can buy a PLAC card at the Frankfort and the Clinton County Contractual Libraries but the patron must verify that they have a current card at their home library. A patron must have proof of current address and present a driver's license or other government issued photo ID.
- If a person does not live in the library district, but owns real estate and pays property taxes in the library district, the patron is eligible for a PLAC card. Expiration date will be for 1 year from date issued.
- The fee is \$50.00 for a PLAC card. This fee is set annually by the Indiana State Library. Expiration date is 1 year. A patron that presents a PLAC card must be registered here. The expiration date will be the same as on the PLAC card.
- PLAC patrons may check out all materials. They may not check out A-V equipment.