

CIRCULATION POLICY

Revised and Approved by the Board of Trustees September 12, 2022

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
To-Go Kits (Art, Books, STEAM, Book Club)	2 Weeks	1	1			System Holds
Artwork - Paintings	8 Weeks	1	10			
Audio Books - CDs	2 Weeks	2	10			System Holds
Audio Visual Equipment	1 Day	0	2	\$5 deposit forfeited		
Board Games	2 Weeks	2	5			System Holds
Books	2 Weeks	2	No Limit			System Holds
CD - Music	2 Weeks	2	10			System Holds
General Collection DVDs, Blu-rays, TV, and Nonfiction	1 Week	1	10 total	\$0.50	\$5.00	System Holds
Hoopla - eBooks, eAudiobooks	3 Weeks		10/month			
Hoopla Movies & TV Shows	3 Days		10/month			
Hoopla Music	1 Week		10/month			
Interlibrary Loan Material	Varies	Varies	3			
Magazines-Adult & Children	2 Weeks	2	No Limit			System Holds
Microfilm	In library only					
Mobile Hotspots	2 Weeks	1	1			System Holds
New Fiction DVDs & Blu-rays (less than 6 months on shelf) at Branch Locations	3 Days	1	10 total	\$0.50	\$5.00	Holds only at local branch
New Fiction DVDs & Blu-rays (less than 6 months on shelf) at Frankfort Location	3 Days	1	10 total	\$0.50	\$5.00	System Holds
Newspapers	In library only					
OverDrive (Libby) – eBooks, eAudiobooks, and eMagazines	3 Weeks	1	10			System Holds
Reader's Express Books	2 Weeks	0	5			No Holds Allowed
Record Players	2 weeks	1	0			System Holds
Reference & Genealogy	In-house use					
Select Reference Items	1 Day	0	5			
Slides	2 Weeks	2	6 boxes			System Holds
Teacher/Homeschool Loan	6 Weeks					
Video Games	2 Weeks	1	2			System Holds
Vinyl Records	2 Weeks	2	5			System Holds

Maximum late fee total per patron & checkout: \$25

New Registrations:

- There is no age limit for getting a library card.
- There is a 5 item limit on materials checked out on a first-time registration.
- New registrants must have proof of current address and an unexpired Driver's License, other government issued photo ID, or Matricula Consular ID.
- Property owners, including spouse and children, in Clinton County that live outside the Library taxing district can obtain a library card, but they must bring in a current tax receipt.
- 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.
- Members of Clinton County organizations that have an official partnership with the Library may obtain a Digital Library card. Cards expire 1 year from date issued.
- Registration forms will not be retained by the library. Signature on library card will be kept digitally as proof of financial responsibility and agreement to Library rules and policies.
- Temporary digital cards will be issued for any person who is visiting or temporarily staying in Clinton County. This card will be valid for 90 days. 1 time use only. Minors will need a parent or legal guardian present to receive the guest pass.
- Online Registration
 - Patrons may apply for a library card through the library website. Once approved, they will receive an email with their library barcode and the information on how to pick up.
 - The patron will have 90 days to come to the library with their government photo ID to verify identity, verify registration, and pick up their physical card. Reciprocal patrons will need to supply their home library card (see Reciprocal Card category further down).
 - Once the 90 days are over, the card will expire.
 - Patrons of all ages are welcome to apply online & all ages are eligible for digital cards.

Allowances for Children's Cards:

- 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 unexpired Driver's License, other government issued photo ID, or Matricula Consular ID.
 - If they do not have current proof, they can fill out a library postcard and we will mail it to them for proof of address.
- K-12 students who do not live in the taxing district, but who attend a school in the Library taxing districts may register for a card. Patron must show proof of school attendance in Clinton County. Cards expire 1 year from date issued.
 - Students who attend Clinton county school are eligible for digital cards through the school. Through a partnership with the school, parents sign a permission slip allowing students a digital library card to use during the school year.
- Parents and guardians are responsible for selection of materials for patrons under the age of 18.

- FCPL will move fines that occurred on minor's account to the parent/guardian's account once the child has reached the age of 18. Minors will not be held responsible for fines that have occurred while they are minors.

Restrictions for Children's Cards:

- Parents can check 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 or not rated DVDs in the adult collection.
- Parents can check on the registration form if they do not want their minor child to have access to any DVDs.
- Parents can check on the registration form if they do not want their minor child to be able to check out physical materials. A minor's card with fines can be converted to a Digital Library card.

Fee Card:

- Patrons who live in a non-taxing 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 their unexpired library card from a participating library and be in good standing. Library staff will call to determine good standing. A reciprocal card will not be issued until good standing is determined. -Children in Perry and Kirklin Township are exempt from these requirements.
- 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.
- Reciprocal Cards expire 1 year from date issued.

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 an unexpired Driver's License, other government issued photo ID, or Matricula Consular 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.

- The fee is \$65.00 for a PLAC card. The Indiana State Library sets this fee annually. PLAC cards expire 1 year from date issued. 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.

Responsibility:

- A patron is financially responsible for all materials checked out on their card.
- Parent/guardian is responsible for all materials checked out on minor child'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.
- A minor child must bring the parent/guardian who signed the library card to receive a replacement card.
- A patron must present their card when they check out materials. Three items can be checked out with a photo ID.
- Replacement Cards Costs
 - Adults \$2.00
 - Children \$1.00
- If a patron has had a library card that has been damaged from use (not willful neglect), we may issue them a new card free of charge.
- Borrowed DVDs are for home use only.

Partial Returns

- All components of an item must be returned for a check-in to take place, i.e. a case returned without an accompanying DVD will not be checked in. As a convenience to the patron, the library may hold the empty case but late fees may accumulate until the full item is returned.

Late Materials

- Two (2) weeks – First notice mailed
- Four (4) weeks -- Second notice mailed
- Six (6) weeks -- Bill notice mailed & items are charged to the account
- Eight (8) weeks -- Collection agency *

* Only items that generate a fee of over \$25.00 will be turned over to collection

* A \$10.00 collection agency charge is added at 8 weeks overdue.

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.
- Library staff reserves the right to charge a patron's account with the cost that which the library paid for the material plus a \$5.00 processing fee if they return an item damaged or beyond repair.

- Library staff reserves the right to decide what damage is to be charged. Examples of damage are: pest leavings, animal damage, liquid damage, & coloring or writing on pages.

Claimed Returns:

- In the event that a patron claims an item has been returned, even after a search by library staff has failed to recover the item, a manager will make a notation of the claim and it will be recorded on the patron's record. Any fee associated with that item will be waived under the following conditions:
 1. There has been no prior claim of return of items not found
 2. The number of items that can be claimed returned is 5 or a value of no greater than \$100
- These conditions may be modified with Director Approval.
- If later a claimed returned item is recovered, the note on the patron's record will be removed.

Hold:

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