



Oakland City – Columbia Twp.

Public Library

210 S. Main St.

Oakland City, IN 47660

Phone: (812) 749-3559 Fax: (812)749-3558

Lending Policies

In order to provide access to as many patrons as possible, the library adheres to the following lending policies for materials in the regular circulating collection:

Library Cards:

Library cards must be presented in order to checkout materials. Patrons may present either their physical card or a digitally stored card.

Patrons who cannot produce their card, may show either a photo ID or utilize a complimentary one-time look up of the account and will have to further verify their account information. Failure to produce a card or ID after a courtesy lookup will require card replacement.

- Books in all formats will circulate for 14 days, unless consortium rules dictate otherwise.
- Music, movies, and magazines will circulate for 7 days.
- Newspapers, reference and genealogy materials will not circulate outside of the library.
- Future collections will be set at a 7-14 day circulation period, as decided by the Director until next policy review.

All items are expected to be returned in same condition as it left the library.

Patrons may request a vacation loan period for any book that is not labeled as “new” or on reserve for other patrons. The vacation loan period may be no longer than six weeks. This option is available twice per year unless Director approval.

Items on loan from other libraries (SRCS, ILL, etc.) will be limited to a three-week checkout with no renewals, unless permission is granted from lending library. In rare cases the loan may be shortened if the item is needed back to the lending library sooner.

Renewals:

Items may be renewed in person, over the phone, via e-mail, or by using the library online catalog. Books, music, and movies may be renewed twice, unless there is an active hold on the item. After this, materials should be returned to the library for a period of 24 hours for use by other borrowers. Magazines, due to the importance of currency, may not be renewed.

Overdue items may be renewed as a courtesy if items are less than 3 days overdue. Otherwise they may not be renewed until fines are paid in full.

Checkout Limits:

Patrons with full account status in good standing are allowed to check out a maximum of 20 items on their card. However, there is a limit of 6 DVD movies at any one time checked out to any household. Television series or other multi-disc sets will be considered as individual DVDs in checkout limits for a minimum of 6 months or longer if demand remains high for the item. (e.g. a 5-disc series in one package will count as 5 DVDs toward the maximum household limit.)

New cardholders will be subject to a 30-day trial period where they may checkout 2 items at a time. Providing their account has activity and no overdue, lost, or damaged fines on the account during that time, the card will be switched to full account status. Patrons who fail to meet these standards will remain in trial status until meeting these standards over a 30-day period.

Patrons who are chronically overdue (materials late more than 30 days) and/or do not pay fines and fees in a timely manner (over 30 days) may have their account status changed to “Chronic.” Patrons with Chronic status will have limits imposed on them for checkouts for a specified time period as set by the Director. Providing the patron adheres to the limits and does not have any further overdue, lost, or damaged charges assessed the patron will go back to full account status after the time limit has lapsed.

Youth Access cards that do not have parental financial responsibility assigned are limited to one item at a time. These cards are also subject to additional limitations listed in the Library Cards Policy as well.

The Library Director may develop payment plans with patrons to allow minimal access to computers or materials. The details of the plans shall be the Director’s discretion.

Good standing is defined as having fines less than \$5.00 and no overdue library materials.

Any account owing more than \$5.00 in fines or having overdue library materials will not be allowed to borrow more materials until their account is back in good standing. Computer usage on accounts not in good standing may be granted in limited circumstances by the Director or upon payment of a minimum of 10% of their fee.

Parents are responsible for their children’s accounts. Therefore, if either the parent’s or the child’s account combine for more than \$5.00 the parent’s account will not be considered in good

standing. However, children will remain in good standing, when their cards are clear regardless of parent card status.

Reserves/Holds:

Patrons may place up to 5 holds or reservations on any item publicly shown in the catalog. Reservations for items in the library catalog may be placed at the library or online. Items listed as coming soon must be reserved in the library. When items become available items will be held for three business days. Failure to pick up two or more reserved items during a six-month period may result in a \$1 fee per occurrence being added to the patron's account.

Returns:

Items returned inside the library during normal business hours will be processed returned on the same day. Items returned in the drop box will be processed the next business morning.

Approved by the Board of Trustees July 11, 2018

**Reviewed and approved by the Board of Trustees 02/12/2020 with grammatical changes and addition of Youth Account information and a change to computer usage/good standing.