



## **Circulation Policy**

Shelby County Public Library

*Adopted July 11, 2024*

The Shelby County Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials.

As part of the Evergreen Indiana Consortium, we also abide by the Evergreen Shared Circulation Policy set forth by the Consortium. (*See Appendix A*)

### **Obtaining a Library Card**

A free library card can be obtained by anyone who resides in or owns property in Shelby County or qualifies for any specific access card type. (*see Cards section below*) This card is valid for two years and may be used at the Shelbyville Branch, Morristown Branch, and any other library in the Evergreen Indiana Consortium.

Residents aged 18 or over must show one piece of photo identification bearing both name and current address or at least two pieces of identification, one with a photo and one with a current address.

Children, up to age 17, may, with a sponsoring adult signature and proper identification defined by the above criteria, obtain a library card. Children ages 13-17 may be issued a local-access only card without a sponsoring adult signature by presenting photo identification as defined above or by presenting their school photo ID. Minors must be present to obtain a card in their name.

Employees of Shelby County Public Library, regardless of residence location, are eligible to receive a Shelby County Public Library StaffCard for their employment. The card must be renewed every 2 years.

Signing and/or taking receipt of a library card denotes acceptance of a responsibility for all materials checked out on that account. Library cards are non-transferrable.

Patrons are responsible for notifying library staff of any changes in name, address, phone, email, or legal status.



## Cards

### *Resident Cards*

Resident cards are available for those living within our taxing district or who own property in our district. This card provides full access to our physical and electronic collection as well as all Evergreen resources. There is no fee for this card, paid for by resident tax dollars.

### *Teacher/Student Card*

A card may be issued to teachers or students who work at or attend public or private schools located primarily within our taxing district, but who do not live within our taxing district, OR teachers or students who are part of a homeschool consortium located within our taxing district. Borrowers with this card receive local resources and Overdrive Consortium services but not Evergreen resources and/or other electronic resources.

### *Non-Resident Card*

A card is available to purchase for those who would like to receive full library and Evergreen privileges but do not live in or own property in our district. The cost of this annual card reflects the equivalent taxes residents pay for library services and card benefits mirror those of the resident card.

### *PLAC*

Indiana offers a Public Library Access Card (PLAC) that may be used at any Indiana Public Library. The PLAC purchase fee is determined annually by the Indiana State Library and the card itself is valid for one year from the date of purchase. If an individual presents a PLAC issued from another library, a Shelby County Public Library card may be issued upon presentation of proper identification. Cards will be issued only to the PLAC holder and expire one year from the date of purchase of the PLAC.

### *Evergreen Cards (Non-Residents)*

The Shelby County Public Library is a member of the Evergreen Indiana Consortium. Library cards presented from other Evergreen Indiana libraries entitle the cardholder to borrowing privileges at the Shelby County Public Library. These borrowers are subject to the Evergreen Indiana circulation privileges, restrictions, and fees.

### *Reciprocal Borrower Card*

If we have a reciprocal agreement with another library, a local access card (blue) may be issued to a patron of that library.

### *Transitional Card*

Transitional cards are limited use only cards (blue) that can be given to those patrons who are in transition between houses. A sponsor is required, and item checkout is limited to three (3) items.



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

### *Computer Usage Card*

This card allows the bearer access to only computer use. It expires after 1 year and materials cannot be checked out using this card.

### *Card Replacement*

If a patron has lost their library card, they may purchase a replacement card for \$2.00. Proper identification must be presented to receive a replacement card. Once a replacement card is issued, previous library cards are no longer valid.



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

## **Patron Obligations**

Use of the library card implies acceptance of and adherence to all regulations of the Shelby County Public Library.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Patrons must inform the library of any change in contact information for account notifications.

Patrons are required to report lost or stolen cards to the library immediately. The charge for a replacement card is \$2.00.

Patrons may borrow materials without presenting a physical library card if they can verify their identity.

Due to confidentiality concerns, patrons must have permission to pick up holds for other patrons. This includes having the library card for the account and a note in the account in Evergreen. Following confidentiality guidelines, holds for patrons under 18 will be given to parents without prior permission.

Library cards are non-transferrable. Cards may only be used by the person whose name is on the account unless express permission has been granted. (Example: a parent granting permission for their child to utilize their card.)

Patrons are responsible for all fines and fees associated with their card. (*See Appendix B*)



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

## **Circulation of Materials**

### *Limits*

The library belongs to the Evergreen Indiana Consortium and abides by the current consortium loan limits and circulation periods.

Non-Evergreen Indiana Interlibrary Loan due dates vary and are determined by the lending library.

Items in the Genealogy and History Department are not available for checkout. Patrons are welcome to visit Genealogy and peruse the non-circulating collection.

### *Holds, Renewing, and Returning*

Patrons with a valid library card who have accounts in good standing (e.g. no excessive fees or long overdue items) may request any circulating library material owned by the library or from other Evergreen libraries. Materials from other Evergreen libraries are subject to certain limitations. When the material becomes available, the patron will receive notification.

Materials with renewals available should be auto renewed within the patron's account. Materials with outstanding patron requests cannot be renewed. Renewal of non-Evergreen Interlibrary Loans is subject to approval by the lending library.

Book and Audio/Video drop boxes are available for convenient return of library materials at the main entrance of the Shelbyville Branch, in the alley behind the Shelbyville Branch, and behind the Morristown Branch. Materials returned in the drop boxes before opening will be checked in as though they were returned the previous day. Evergreen Indiana materials may be returned to any Evergreen Indiana library. Some items, especially from the *Library of Things* collection (e.g. hotspots and board games) must be returned to the circulation desk.

### *Fines and Fees*

Patrons may not check out materials if they have more than \$10.00 in outstanding fees. Patrons may not utilize library computers if they have more than \$50.00 in outstanding fees. The library charges fines and fees in accordance with those of the Evergreen Indiana Consortium.



### *Damaged and Lost Materials*

Borrowers are responsible for reporting damaged materials before check-out or during the loan period. If materials are lost or returned damaged, the patron may be charged any late fees and the replacement cost of the material. If items are long overdue, there may be other fees assessed.

The library will attempt to contact a patron immediately when it is discovered that a part is missing from an item that has been returned. The patron is responsible for all parts of an item checked out from the library. If the item has more than one part and all the parts are not returned, the lost fee for the entire item is owed.

Overdue notices are sent as a courtesy from the Evergreen Indiana libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Patrons who provide an email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due.

Patrons will be notified by phone and email when items are two weeks overdue. Notices will be sent by email and US First Class mail when items are 28 days overdue. A final notice, which declares the items "LOST" and assesses the replacement cost of the overdue materials and related costs, including the collection costs and a \$10.00 per item processing fee will be sent via US First Class mail 45 days after the due date.

The library will use the service of a collection agency when an item is 45 days overdue. When an account is submitted, the library will add a \$10.00 fee.

### *Payment of Fines and Fees*

Payment of fines and fees may be paid online via the Evergreen account or in person at the Shelbyville or Morrystown Branch. Lost or damaged items paid for by patrons become that patron's property. Refunds are not available once patrons pay for the materials.

### *Removal of patron obligation*

Patrons may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.



## *Appendix A*

### **Evergreen Indiana Shared Circulation Policy**

#### **Introduction**

The Evergreen Indiana Shared Circulation Policy exists to provide a framework wherein Evergreen Indiana Member Libraries can establish local policies related to the circulation of library materials and access to library services in the context of participation in the Evergreen Indiana Library Consortium.

#### **Evergreen Indiana Account**

An account is required in order to check out materials and access certain services at an Evergreen Indiana Member Library. When an account is created, a library card shall be provided to the account owner. A physical card or digital replica displaying the correct account number (barcode) or locally defined alternate ID is necessary for a patron to check out materials. Library directors and those staff whom they have empowered have discretionary ability in special cases. Indiana residents whose identification has been validated by those standards described in an Evergreen Indiana Member Library's circulation policy are eligible to establish an Evergreen Indiana account based on their residency within a library service area and subject to certain limitations (see below, Loss of Privileges). An Evergreen Indiana account is not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Library Consortium may establish an account at an Evergreen Indiana Member Library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries may not have the same privileges as Evergreen Indiana resident patrons and such accounts may be suspended at any time without notice.

#### **Eligibility for Obtaining an Evergreen Indiana Account**

Individuals able to prove their residence within or payment of property taxes on property located within a library's service area ("library district") are eligible to establish a "home" Evergreen Indiana account including a green Evergreen Indiana "resident" library card or custom library card from their home library with green "Full Consortial Access" approved branding. Proof of identity and residence for the purposes of account establishment and regular renewal shall be determined by and described in individual Evergreen Indiana Member Library circulation policies.

Individuals not residing in an Evergreen Indiana Member Library district may be eligible to purchase or otherwise obtain an Evergreen Indiana member library account as a non-resident, [PLAC \(see also 590 IAC 3-1-2\)](#), reciprocal borrower or township contract user subject to the laws and regulations covering these types of accounts. Non-resident accounts and PLAC accounts are issued to those individuals residing outside the library district who pay to subscribe to accounts with full access to library materials and services. All other holders of account types (student, transitional, junior, computer usage, and reciprocal borrower) may have limited access to services and materials. Owners of these limited access accounts should be given a blue



Evergreen Indiana card or custom library card with blue “Local Access Only” approved branding which indicates that their borrowing privileges are limited to the issuing library.

The establishment of an account at an Evergreen Indiana Member Library including receipt of a library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their home library to report a lost or stolen library card.

Patrons moving from one Evergreen Indiana Member Library district to another will be subject to the identification and proof of residency requirements put forth by their new home library district.

### **Minors**

An adult may register a minor child for an account at an Evergreen Indiana Member Library. Registering a minor child for an account at an Evergreen Indiana Member Library as well the receipt of or allowing the minor to receive a library card denotes acceptance of responsibility for all fees, fines, and payment for late, lost, or damaged materials charged on such minor’s library account. The sponsoring adult must also comply with those identification and proof of residency requirements set forth in the Evergreen Indiana Member Library’s circulation policy. Emancipated minors will be asked to present evidence of their status to invalidate the necessity of a sponsoring adult.

An Evergreen Indiana Member Library may, by resolution of their library board, choose to allow the establishment of local access-only accounts with limited borrowing for minors attending school within the library service area but residing outside of it as well as minors without a sponsoring adult, regardless of educational status.

### **Purging of Inactive Library Accounts**

Patron accounts will be automatically marked inactive when the patron’s privilege expires. Patron accounts that do not reflect fines or fees, items checked out or claims returned activity will be deleted automatically three (3) years after being marked inactive.

### **My Account**

Library patrons will be given a PIN upon registering for an Evergreen Indiana Member library account. This PIN shall function as an updatable password for entry into the My Account area at the Evergreen Indiana catalog. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email. Alternatively, a member library may choose to use the password reset link to require new patrons to set their own passwords using an active email address listed in their account.





### **Borrowing Privileges**

In most cases, a maximum of 100 items may be checked out simultaneously on an Evergreen Indiana Member Library account. Borrowing limits and loan durations are established by the Evergreen Indiana Library Consortium and shared by all Evergreen Indiana Member libraries.

### **Holds and Transits in Evergreen Indiana**

Account holders with full consortium access may place holds on any Evergreen library's holdable materials. Account holders with local access only may place holds on only those materials owned by the library that established their account.

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

Most Evergreen Indiana account types may have 30 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

Reference materials

Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana [transiting] loans on the following item categories\*\*:

Art

Bestsellers

Some CDs\*

Some DVDs\*

Equipment

ILL

Kits

Media

New books and audiobooks

New videodiscs

Realia

Reference

Special Collections

Software

Software - Gaming

Videocassettes

\*Some member libraries provide for the transiting and remote circulation of their video discs (DVD, Blu-ray, and 4k) and CD music.

\*\*A library may place a six-month or three-month age protection on new items. Local patrons may place holds on associated titles.



These items may be borrowed by any Evergreen Indiana account holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library unless those items are prohibited to be transported based on InfoExpress policies. An Evergreen Indiana member library may refuse to accept items belonging to another member that are ineligible for transiting through InfoExpress.

Patrons may place their own holds through the library catalog by logging into My Account, and may select their pickup location and notification method. The software will refuse hold requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana accounts are “blocked” or “barred” will not be allowed to place holds until their privileges are restored.

### **Loan Renewals**

Renewal requests may be made in person, by phone, or via the online catalog “My Account” feature. Additionally, Evergreen Indiana Member Libraries may choose to enable autorenewals. Certain categories of materials are not eligible for renewal. If a “HOLD” has been placed on an item, it may not be renewed manually or automatically.

### **Lost and Damaged Materials**

Materials that become “lost” or “damaged” may have the price of the item and any outstanding fines and fees, plus a processing fee of up to \$10.00 per item, assessed to the borrowing patron’s account. Patrons may be encouraged to notify the library that an item is “lost” to stop the accruing of additional overdue fines. Fees for the cost of lost/damaged materials and any associated processing fees shall belong to the library owning those materials. Any assessed overdue fines shall belong to the circulating library. An item overdue longer than 45 days (28 days for fine-free libraries) shall be automatically marked as “lost.”)

### **Paid-for Items**

Materials which are billed to the patron at the full replacement cost of the item, e.g. “lost” or “damaged” holdings, become the property of the patron once the bill has been paid in full. Unpaid-for “damaged” materials that are not a danger to the library or library staff may be held for 6 months pending payment; after 6 months, with payment still due, the item shall be subject to disposal. Unpaid-for “damaged” materials that present the possibility of harm to library staff or facilities may be disposed of immediately.

### **Recovering Lost Items and Refunding Payment**

No member library is required to offer a refund to a patron for a “lost” item for which a patron has paid in the case that the item is found. In addition, no fines/fees and third party collection fees will be refunded.



### **Loss of Privilege**

A patron's access to materials and some services may be limited due to overdue materials or fines and fees. Most patron accounts will be blocked, and no new circulation services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Patrons may renew overdue circulating materials until their account reaches the maximum fine threshold of \$10 or more in unpaid fines and/or fees. Accounts with an "Outreach" profile will be blocked when they have 50 or more items overdue. The number of overdue materials and/or the amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. An account may be "blocked" if related group member accounts are "blocked." A patron may also be "barred" if circumstances warrant.

### **Fines and Fees**

To encourage the return of materials by their due dates, the Evergreen Indiana libraries have established a schedule of fines and fees. Overdue materials incur fines of 25¢ per day per item with a maximum of \$10.00 or the cost of the item, whichever is lower. Materials with the circulation modifier of "equipment", "equipment-restricted", or "e-reader" may incur fines of up to \$5 per day per item with either a \$225 or the cost of the item maximum. Materials with the circulation modifier of "hourly" may incur fines of up to \$5 per hour per item with either a \$225 or the cost of the item maximum. Materials with the circulation modifier of "special collection" may incur fines of up to \$1 per day per item with a maximum of \$10 or the cost of the item. Transit packaging materials are not billable to the patron.

### **Fine-free Libraries**

Libraries may choose not to levy local circulation fines. Member libraries shall, however, pursue whatever measures are feasible and expeditious to recover monies related to materials classified as "lost" or "damaged." This policy shall only apply solely to those items borrowed on-site at participating member libraries including items transited from other Evergreen Indiana libraries, IN-SHARE, or the Statewide Remote Circulation Service (SRCS). Items borrowed directly from another Evergreen Indiana library using a participating member card shall be subject to the policies of that library. This is an administrative setting which may be changed up to one time annually. Materials borrowed under this program will be set to "lost" once the items are overdue by 28 days.

### **Juvenile Fine-free Libraries**

Libraries may choose not to levy local circulation fines only for juvenile account holders at their library with the exception of materials classified as "equipment". The same stipulations for fine-free libraries apply to juvenile fine-free libraries.



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

### **Paying Fines and Fees**

Evergreen Indiana library fines and fees may be paid at any Evergreen Indiana Member Library. Patrons may pay all or a portion of overdue fines. A patron's account will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if group member accounts are "blocked."

### **Overdue Notices**

Overdue notices are sent as a courtesy from the Evergreen Indiana Member Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

### **Collections**

All member libraries are entitled to seek recompense for their materials when lost and/or damaged by a patron regardless of the patron's home library. Some Evergreen Indiana Libraries have contracted with third-party vendors for collection services. If third-party collection services are used, a fee for collection services will be also added to the patron's record.



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

---

## *Appendix B*

### **Fee Structure**

- Library Card: Free
- Overdue Fines: \$0.25 per day
- Replacement Card: \$2.00
- Long-Overdue Collections Fee: \$10.00
- Lost or Damaged Item Processing Fee: \$10.00
- Non-Resident Card: \$45.00
- PLAC Card: \$65.00



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

---

## *Appendix C*

### **Loan Periods**

- Movies: 7 days
- Library of Things: 7 days
- Equipment: 7 days
- New Items: 14 days
- Audiobooks: 21 days
- Books: 21 days