

Berne Public Library Lending Policy

1. Library cards are available to residents of the library district. To apply for a card, residents must bring 2 pieces of business mail delivered to current residence within the past 60 days. Resident cards are valid for 2 years. To renew resident library cards, persons must show ID with the same residence address or bring 2 pieces of business mail delivered to current residence within the past 60 days.
2. Library cards are available to business owners of the library district. To apply for a card, business owners must show their rental agreement for the property within the library district. The card registration will need both the business name and the business owner's name. Card might need a list of people able to use the card.
3. Library cards are available to property owners of the library district who reside outside the library district. To apply for a card, property owners must show the current tax bill for the property within the library district. **Property owner cards expire May 31st of the year following the tax bill receipt.** Property owner cards may be renewed each year by showing the current tax bill.
4. Adams Public Library (Decatur and Geneva branches) System (APLS) and Berne Public Library (BPL) have a reciprocal borrowing agreement. Holders of an Adams Public Library card are eligible to borrow materials after registering their Evergreen card with the Berne Public Library. BPL staff will check with APLS to ensure the library card's expiration date and current status.
5. Teachers who teach at a school within the library district or teachers who live within the library district and teach outside of it are eligible for a Room Collection card valid for the duration of the school year (August 1-June 30). Non-resident cardholders are not eligible for Room Collection cards. Room Collection cards have an extended checkout period of 4-6 weeks.
6. Those residing outside of the library district may purchase a card at the price set annually by the library's Board of Trustees. Non-resident cards are available for 3 months or 1 year. Adams County township trustees can at will supplement the cost of one-year non-resident cards.
7. Staff members outside the library district are eligible for a library card for the duration of employment.
8. Library cards are available to all ages. A parent or guardian must sign the paperwork for a library card for a child under 18, as that parent or guardian is responsible for all materials checked out under the child's card, both financially and in regard to content. When choosing to sign an application for their child, parents and guardians should bear in mind that the library will not prevent a cardholder from checking out an item based on age, except for **PG13-rated movies, which will not be checked out to persons under the age of 13** and for **R-rated movies, which will not be checked out to persons under the age of 17.** To renew a library card for a child under 18, as long as the address has not changed, a parent or guardian signature is not required, the signature on the original paperwork will be used unless the parent or guardian informs the library staff that the child under 18 may not have a library card.
9. The person using a library card must be a) the person whose name appears on the card, b) a family member of that person's household, or c) someone who is checking out material for the library card holder in the event of sickness, infirmity, or similar circumstance.
10. A valid library card must be presented at the time of checkout.

11. If a library card is lost or stolen, it should be reported to the library immediately. Replacement cards are \$0.50.
12. PLAC cards are available for purchase. The cost is determined by the Indiana State Library. Funds from PLAC card purchases are sent to the Indiana State Library quarterly. PLAC cards may be used in Indiana Public Libraries as defined by individual library's lending policy. At the Berne Public Library, Indiana residents having PLAC cards may borrow books that normally circulate. Non-book materials may not be loaned to PLAC cardholders. Ebooks and eAudio books are ineligible for PLAC loans because of vendor restrictions.
13. Patron information and library card use is protected by privacy laws. Information about the patron or the items borrowed may only be shared with a) the person whose name appears on the card, or b) a parent or guardian of a child under 18. In the event that others request information, they must have appropriate legal documentation (**show official Identification and have a subpoena**) before patron information and library card use can be shared.
14. Circulation periods, limits, and overdue fines are as follows:

Type of Item	Checkout Period	# of Renewals	Item Limits (if any)	Late Fine/day
New Books	3 Weeks	0		\$0.00
DVD and Video	1 Week	0	5	\$0.00
New DVDs	1 Week	0	2 (of total 5)	\$0.00
Reference Books	3 Weeks (if circulates)	1		\$0.00
Kits	1 Week	0	1	\$0.00
Books, Puzzles, Magazines	3 Weeks	1		\$0.00
Audiobooks	3 Weeks	1	5	\$0.00
Board Games & Cake Pans	1 Week	0	2	\$0.00
Mobile Hotspots	2 Weeks	0	1	\$2.00

Note that some Reference Books, and the entire collection of the Heritage Room do not circulate.

15. Fees will be assessed for damaged materials at the discretion of the library director *in accordance with the BPL Lost/Damaged Items policy*. Destruction of the Bar Code on any item will result in a \$2.00 charge. In the case that a library item is damaged beyond repair or is lost, the patron will be assessed a \$5.00 processing fee (bar code charge included in processing fee) in addition to the cost of the item. Refunds will not be given; however, if the item is found and returned in good condition with the receipt, a fee voucher will be given for the total on the receipt minus the \$5.00 processing fee, minus the overdue fines.

16. Materials that are 28 days overdue are assumed lost and the patron will be billed for the replacement cost. The patron will not be able to check out additional items until all fees are paid, or the items are returned to the library.
17. Accounts with a balance due of over \$30.00 may be submitted to a collection agency.
18. The library has a bookdrop available for the return of items 24 hours per day/7 days per week. Items returned to the bookdrop before the library opens are considered as being returned on the previous day.
19. Library materials may be placed on reserve online, by phone, or at the circulation desks. When reserved items arrive, the patron will be contacted and have one week to pick up the item, if it is not picked up in this time period, the reserve will be removed. A patron may reserve up to 10 items.
20. Inter-Library Loan (ILL): If a patron requests material that the Berne Public Library (BPL) does not have in its collection, he/she may request an item through ILL. The Berne Public Library will search ILL through Indiana Share. ILL loans are subject to the loaning period of the loaning library. Renewals may or may not be allowed. If the item is not located in an Indiana library, the patron may still request the item from a library in another state. The patron will be responsible for postage. The patron's account must be in good standing to use ILL services. No ILL requests will be made to libraries outside the U.S.

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