

## BARTHOLOMEW COUNTY PUBLIC LIBRARY

### BORROWERS – PRIVILEGES AND RULES

#### Including New Borrowers, Homebound Users, Students, Teachers, Out-of-County, and PLAC

- A. Bartholomew County residents and persons who own real property (real estate) in Bartholomew County receive free library service from BCPL.
  - 1. Residency is verified by the mailing of the borrower's card.
  - 2. Non-residents who own Bartholomew County property must provide verification with a current real estate tax receipt.
  - 3. Business owners who do not own real estate are not classified (by Indiana law) as property owners for the purpose of obtaining a borrower's card.
  
- B. Persons living in library districts with which BCPL has a reciprocal agreement may receive free library service from BCPL.
  - 1. These library districts include the statewide Reciprocal Borrower covenant libraries, Greensburg Public Library, Jackson County Public Library, Jennings County Public Library, and Edinburgh residents living in Bartholomew County or Johnson County.
  
- C. Non-residents, persons who do not own real estate in Bartholomew County, and persons who live in library districts not covered by reciprocal agreements can obtain borrowing privileges:
  - 1. By purchasing a Public Library Access Card (PLAC). (See item L)
  - 2. By paying the annual Out-of-County borrower fee. (See item M)
  - 3. As a student who attends school in Bartholomew County. (See item N)
  - 4. As a qualifying teacher who works in Bartholomew County. (See item O)
  
- D. To register for service, a new borrower who is 18 years of age or older must show identification including his/her current address.
  - 1. Identification can include, but is not limited to: Driver license or other photo ID; Passport; Utility bill; Tax bill
  
- E. To register for service, a new borrower who is 13 to 17 years of age must show identification.
  - 1. This identification can include, but is not limited to: Driver license; School ID; other photo ID.
  
- F. To register for service, a new borrower who is under 13 years of age must have the signature of a parent or guardian.
  
- G. The borrower card is mailed to the new borrower to verify the address.
  
- H. A new borrower who are waiting for his/her borrower's card to be mailed can check out two items.
  - 1. Exception: No DVDs.

- I. When an item is returned, another item can be checked out before the borrower's card has been received.
  - 1. Exception: No DVDs.
- J. A borrower who is already on file but is requesting a new borrower's card is NOT subject to the new borrower restrictions. These re-registering borrowers include:
  - 1. 13-year-olds moving from Child to Teen status.
  - 2. 18-year-olds moving from Teen to Adult status.
  - 3. Persons changing between PLAC and resident status.
  - 4. Persons needing replacements for lost , stolen, or damaged cards.
- K. A Homebound user is defined as a person who is unable to leave his/her home to visit the library.
  - 1. A caregiver or volunteer can register a borrower as a Homebound user.
  - 2. Borrower's cards for Homebound users are kept at the Adult Circulation desk.
  - 3. The caregiver or volunteer selects and delivers materials to a Homebound user.
  - 4. Homebound users can check out books, magazines, audio books, and compact discs from the adult, teen, or juvenile collections.
  - 5. Homebound users do not receive overdue notices, and they do not pay fines.
- L. Non-Bartholomew County can receive services from BCPL by purchasing a Public Library Access Card (PLAC).
  - 1. The PLAC fee is determined annually by the Indiana State Library.
  - 2. A PLAC is valid for one year (365 days) from the date of purchase.
  - 3. If the valid PLAC date goes past January 1 when a new PLAC fee is set, the user does NOT have to pay an additional fee to continue using the PLAC.
  - 4. A library user can purchase a PLAC at any Indiana public library.
  - 5. A PLAC borrower receives all of the privileges of a resident BCPL borrower.
  - 6. A teacher who teaches outside of Bartholomew County and owns a current PLAC can qualify for a BCPL Teacher borrower's card. The BCPL (See item O) The teacher card will have the same expiration date as the PLAC.
- M. An out-of-county resident can purchase a BCPL borrower card for a fee of \$50.
  - 1. The out-of-county fee must be paid annually and covers 365 days.
  - 2. Out-of-County borrowers who pay the annual fee receive all of the same library services as Bartholomew County residents.
  - 3. An out-of-county student who attends a public, parochial, or home school in Bartholomew County or is a student taking college classes at a campus in Bartholomew County is eligible for free library service. (See item L)
  - 4. A teacher who lives n out-of-county but teaches in a public, parochial, home school, college, or other academic institution in Bartholomew County is eligible for free library service in support of the teaching curriculum. (See item M)
- N. A student who lives outside of Bartholomew County and attends a public, parochial, or home school in Bartholomew County or is a student taking college classes at a campus in Bartholomew County is eligible for free library service.
  - 1. The student must show a student ID or be validated by a teacher.
  - 2. A high school or college students must have a school ID.

3. A student can be validated during a class visit or by a note from a teacher.
  4. A student who lives outside of Bartholomew County receives a borrowers' card with the expiration date determined by the end of the school year.
- O. Classroom and Home School Teacher privileges are extended by BCPL to assist preschool, elementary grade, middle school, high school, and college instructors in the educational process.
1. Any person who teaches in a school located within Bartholomew County is eligible for a Teacher Card.
  2. BCPL may verify with the school that a potential borrower is a current teacher.
  3. A Teacher Card can be used to check out items in support of school curriculum.
  4. A Teacher Card is valid for 365 days.
  5. Classroom, Home School, and college instructors must obtain Teacher Cards to use Teacher borrowing privileges.
  6. Teacher loan period is 42 days, and items cannot be renewed.
  7. Overdue fines begin accruing the first day that an item is overdue. Overdue fines for Teacher borrowers are the same as those for personal borrowers.
  8. For classroom collections, there are limits based on numbers of items and subject.
    - a. 25 items can be checked out concurrently for a classroom.
    - b. Only 4 items concerning the same subject can be checked out concurrently.
  9. For home school collections, there are limits based on numbers of items and subject.
    1. 25 items can be checked out concurrently for a home school.
    2. Only 4 items concerning the same subject can be checked out concurrently.