



HAMILTON EAST  
PUBLIC LIBRARY

## CIRCULATION POLICY

Hamilton East Public Library strives to provide its users with optimal public service. To achieve this, the Library has developed policies regarding the borrowing and returning of Library materials, registration of borrowers, and the protection of our borrowers' personal information

### CONFIDENTIALITY OF LIBRARY RECORDS

To protect the privacy of Library customers, the Library shall not disclose any Library record that identifies a person as having requested or obtained specific materials, information, services, or as otherwise having used the Library other than in the following situations:

- For operation of the Library.
- Upon written consent of the user.
- Pursuant to court order or where otherwise required by law. IC 5-14-3-4 (b16)

### LIBRARY CARD ISSUING POLICY

#### ***Resident Cards***

Because Delaware, Fall Creek, Noblesville, and Wayne Townships of Hamilton County, Indiana, support Library service through the payment of property taxes, HEPL will issue borrower's cards free of charge to residents of these areas. Information from the local assessor's office and the U.S. Census Bureau is used for final determination of residency.

The above individuals must present current photo identification and identification providing proof of residency.

Acceptable forms of photo identification are: drivers' license, state ID card, passport, military ID, or employment ID. These must not be expired and must include both name and photo.



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Acceptable forms of identification for proof of residency are: current drivers' license, current voter registration, utility bill or bank statement dated within the last 60 days, current work release documentation, or current tax bill for property owned in Delaware, Fall Creek, Noblesville, or Wayne Townships of Hamilton County, Indiana. A post office box is not proof of residency.

Children, age 5 through age 17, of residents, who reside at the same address, may, with parental signature and parental identification defined by the above criteria, obtain a Library card.

Resident cards expire two years from the date of issue.

### ***Non-resident Taxpayer Cards***

Non-residents who pay property taxes in Delaware, Fall Creek, Noblesville, and Wayne Townships of Hamilton County, Indiana, have the same benefits as resident cardholders.

Non-resident taxpayers must present a current paid tax bill listing their name and the address of the property owned in the Library district. Cards may be issued to owners listed on the tax bill and individuals residing at the same address as the taxpayer. Each cardholder must provide current photo identification and identification stating their current address of residency as defined above.

Non-resident cards expire one year from date of issue.

### ***Reciprocal Borrower Cards***

Resident cardholders from Carmel-Clay, Hamilton North, Sheridan, or Westfield Washington Public Libraries in Hamilton County may use that card to access services at Hamilton East Public Library.

Individuals must present their valid Hamilton County resident borrower's card from one of the above Libraries as well as current photo identification and identification providing proof of residency as defined above to activate their reciprocal borrower account at HEPL.

While reciprocal cardholders have access to print and non-print resources provided by HEPL, access to electronic materials such as databases and HEPL's downloadable



collection is not available. Interlibrary loan requests for items not available through HEPL's collections must be requested through the patron's home Library.

Participants in reciprocal borrowing must conform to the rules and regulations of the Library from which they borrow, including loan periods and paying fines and fees that may differ from those of their home Library.

Reciprocal borrower cards expire one year from date of issue.

### ***PLAC Cards***

Public Library Access Card legislation was passed in 1992, effective January 1, 1993. Residents or non-resident taxpayers of any participating Indiana public Library district who have a current Library card are eligible to participate.

To purchase a PLAC card, these individuals must present current photo identification and identification stating their current address of residency as defined above in addition to their home Library card. After payment of the PLAC fee, a PLAC card will be issued and the cardholder's home Library card will be activated as a PLAC patron card at HEPL, or a HEPL card may be issued.

PLAC cardholders have access to print, non-print and electronic resources provided by HEPL. Interlibrary loan requests for items not available through HEPL's collections must be requested through the patron's home Library.

PLAC cards are valid one year from the date of purchase.

If an individual presents a PLAC card issued at another Library, their home Library card may be activated as an HEPL PLAC borrower card upon presentation of current photo identification and identification stating their current address of residency as defined above.

Cards will be issued only to the PLAC cardholder and expire one year from the date of purchase of the PLAC card.

### ***Non-Resident Cards***



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Individuals living in a non-library taxing district may purchase a Non-Resident HEPL Card by paying the current non-resident fee. After paying this fee, non-resident cardholders have the same benefits as resident cardholders.

Each cardholder must provide current photo identification and identification stating their current address of residency as defined above.

Non-resident cards expire one year from date of issue.

### ***Student Cards***

K-12 students age 5-17 enrolled in any public or non-public school located in Delaware, Fall Creek, Noblesville, or Wayne Townships of Hamilton County may be issued a HEPL non-resident student card at no charge regardless of residency by providing proof of enrollment, parental signature, parental photo identification and identification stating their address of residency.

Students age 18 and up enrolled in any K-12 public or non-public school, college or university located in Delaware, Fall Creek, Noblesville, or Wayne Townships of Hamilton County may also be issued a HEPL student card by providing proof of enrollment, photo identification and identification stating their address of residency.

Non-resident student cardholders have the same benefits as resident cardholders.

Proof of enrollment includes an existing unexpired student card in our system, enrollment confirmation documentation for the current school year, or a report card from the current school year.

Non-resident student cards expire one year from date of issue.

### **Student Digital Access Cards**

K-12 students enrolled in any public or non-public school located in Delaware, Fall Creek, Noblesville, or Wayne Townships of Hamilton County may be issued a HEPL student digital access card at no charge regardless of residency. Cards are provided through a partnership between HEPL and the participating school system. Proof of enrollment and parental permission must be provided to the library by the school. HEPL



currently has partnerships with Hamilton Southeastern Schools and Noblesville Community Schools.

Students age 5 through age 17 who attend schools as defined above, may, with proof of enrollment, parental signature, parental photo identification and identification stating their address of residency, expand their electronic access to include physical print and non-print library resources.

Student digital access cards expire one year from date of issue.

### ***Teacher Cards***

Teachers in any public or non-public school in which students preschool through grade 12 are educated located in Delaware, Fall Creek, Noblesville, or Wayne Townships of Hamilton County and live outside those townships may be issued an HEPL Teacher Card at no charge.

Teacher cardholders have access to print, non-print and electronic resources provided by HEPL. Interlibrary loan requests for items not available through HEPL's collections must be requested through the patron's home Library.

A teacher is defined as someone paid by a public or private school to teach a specific class or subject, or to act as an administrator of a particular school for a specified length of time. This excludes non-teaching employees and individuals who are substitute teaching for a limited period.

As proof of employment, the customer must show a current school issued photo identification card or another form of proof of employment. Each cardholder must also provide current photo identification and identification stating their current address of residency as defined above.

Teacher cards expire one year from date of issue.

### ***Corporate Cards***

Corporate Library Cards may be issued to schools, churches, government offices, organizations and businesses located in Delaware, Fall Creek, Noblesville, and Wayne



Townships of Hamilton County Indiana.

The principal, senior pastor or department head of a school, church or government office must agree to be responsible for all use of the account, apply for the card in-person, and present a business card or nametag listing their title in addition to acceptable photo ID.

The CEO of a corporation, executive director of an organization, or owner of a business must agree to be responsible for all use of the account, apply for the card in-person, and present a corporate or business license, current paid property tax receipt, or Certificate of Existence in addition to acceptable photo ID.

Use of a corporate account is limited to four adult (defined as being 18 or over) employees of the school, church, government office, organization, or business as designated by the principal, senior pastor, department head, business owner, executive director or CEO. One of the four designees must be the principal, senior pastor, department head, business owner, executive director or CEO setting up the account. These designated users must be listed on the account and present current photo ID as defined above at the time of each checkout.

Corporate cards expire one year from date of issue.

## CIRCULATION OF MATERIALS POLICY

To meet the various needs of Library customers, Hamilton East Public Library maintains circulating collections including books, magazines, audio books, DVDs, compact discs, media equipment and board games. The normal loan period is 21 days, although this loan period may be varied for materials in high demand. Limits may be set on the number of items borrowed for materials in high demand or for different borrower types.

- Cardholders age 5 and up have full access to HEPL's collections and may borrow materials from any collection in the library and any item type. Parents/legal guardians of cardholders age 5 through 17 are responsible for materials checked out on their child's account.
- Customers who do not have their Library card with them may borrow materials by presenting current photo identification or the digital image of the Library



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card stored on an electronic device that can be read by HEPL scanning equipment.

- Most materials may be renewed up to five times if there are no holds on the items and it is a renewable item type. Items with a hold may not be renewed. After the fifth renewal, materials must be returned or billed as lost.
- Borrowing privileges, including card renewals or replacements, may be suspended for customers with overdue items or accrued fees of \$5.00 or more.
- Accounts with unpaid fees of \$25.00 or more, or with materials that have been overdue for more than 60 days may be sent to an outside agency for collection.
- Any fees related to non-sufficient fund checks returned to the Library will be added to the customer’s account.
- Each borrower may have up to 60 items checked out at one time. Individual item types may also have separate item limits. See **Circulation Loan Periods**

**CIRCULATION LOAN PERIODS**

TYPE OF ITEM	CIRCULATION PERIOD	LIMIT ON CARD	CAN RENEW?
Children's books with CD	21 days	none	Yes
Books and Audiobooks	21 days	none	Yes
Books: New Bestseller Express	14 days	none	No
Books: new releases/fiction & non-fiction	14 days	none	Yes
Comic Books	21 days	none	Yes
Music on CD	14 days	10	Yes
DVD Bestseller Express	7 days	10	No
DVD feature films	7 days	10	Yes
DVD television series & set DVDs	14 days	10	Yes
DVD non-fiction films	21 days	none	Yes
Magazines: older issues	21 days	none	Yes
Magazines: most current issue	non-circulating		
Newspapers	non-circulating		
Board Games	14 days	2	Yes



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Media Equipment/Tools	7 days	2	No
Museum Passes	5 days	1	No
Long-Term Storage Access	1 month	1	No
Locks	1 month	1	No
Fabrication Lab Equipment	during Library hours	1	No
Sewing Machine	during Library hours	1	No
Laptops/Macbooks	during Library hours	1	No
Maker Kits	during Library hours	2	No
Cricut Machine	during Library hours	1	No
Pottery Wheel	during Library hours	1	No
Belt Sander	during Library hours	1	No
Miter Box with Saw	during Library hours	1	No
SD Card Reader	during Library hours	1	No
SD Card	during Library hours	1	No
Stylus	during Library hours	1	No

### FEES FOR SERVICES AND MATERIALS

The Hamilton East Public Library provides a myriad of services that are outside the parameters required by the State of Indiana. Some of these services have accompanying fees associated with them. Fees are assessed for photocopies, computer printouts, data storage devices, materials, etc. These fees are outlined below.





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SERVICE	FEE	DETAILS
Photocopies/black & white	\$0.10	per sheet; single sided
Photocopies/color	\$0.25	per sheet; single sided
Computer printout/black & white	\$0.10	per sheet; single sided
Computer printout/color	\$0.25	per sheet; single sided
Prints from microforms	\$0.10	per sheet; single sided
USB data stick for data storage	\$5.00	per USB stick
Referral to UMS for collection	\$10.00	billed at time account referred to UMS
Cleaning fee for long term storage*	\$5.00	billed after 7 day grace period following checkout period
3D Printing	\$0.10	per gram ABS or PLA filament (subject to availability) Objects weighed after print. Price includes rafts/brims/supports, failed prints due to design error, prints that do not complete before the reservation expires
Laser Etching (acrylic)	\$4.15	per sheet; 12"x12" various colors
Laser Etching (acrylic)	\$5.40	per sheet; 12"x19" clear
Laser Etching (heavy duty chipboard)	\$0.50	per sheet
Laser Etching (plywood)	\$2.20	Per sheet (12x20; 3mm thickness)
Laser Etching (plywood)	\$3.00	per sheet (12x20; 5mm thickness)
Laser Etching (foam core)	\$1.50	per sheet
Laser Etching (cardboard)	no charge	
Vinyl Cutting (heat vinyl)	\$4.00	per foot 15" width; 1 foot minimum
Vinyl Cutting (non heat)	\$1.50	per foot 24" width; 1 foot minimum



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\*Long Term Storage Access: After a one-month period of use, patron has a seven-day grace period to remove personal items from storage area. After seven days, the Library reserves the right to remove items from storage. Any items removed from storage will be placed in lost and found. While storage areas can be checked-out, keys do not circulate. Patrons who have a long- term storage space checked out must present a valid ID to Ignite Studio staff in exchange for access to their storage closet or locker.

### DATABASE MAINTENANCE POLICY

In order to maintain accurate records, Hamilton East Public Library will regularly remove expired accounts from its patron database.

### LATE MATERIALS POLICY

In order to provide barrier-free access to library materials, Hamilton East Public Library does not charge daily overdue fines for late materials. This applies to all circulating materials.

If an item is checked out 21 days past its due date, the patron's borrowing privileges will be blocked, preventing any further checkouts until the item is returned. Once an account is in good standing, with all overdue materials returned or paid for, borrowing privileges will be reinstated.

### LOST AND DAMAGED MATERIALS POLICY

To maintain collections of appealing items in good repair for public use, Hamilton East Public Library assesses fees for lost or damaged materials.

Customers who lose borrowed Library materials are charged the replacement price of the item and borrowing privileges are suspended in accordance with the Circulation of Materials Policy.



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Items that are lost and paid for, up to 180 days overdue, are eligible for a refund if the item is found and returned within 30 days after the date of payment. A receipt with the amount paid shall be given to the customer at the time payment is made. Refund checks will be issued upon Board approval at the next scheduled Board meeting.

Any materials returned after the 30-day period are not eligible for any refunds and the customer may keep these materials.

Items returned with replaceable missing parts or repairable damage will be assessed the appropriate charge for repair or replacement of parts. If parts cannot be replaced, the customer will be charged for replacement of the entire item.

If materials returned are damaged to the extent they cannot be put back on the shelf the customer will be charged the full price of the item. The customer may then keep those materials.

Because we reserve the right to replace specific lost or damaged items with more up-to-date versions or formats based on Library needs, HEPL does not accept replacements in lieu of payment for lost or damaged items.

*Approved by Hamilton East Public Library Board of Trustees—June 2012; revised March 2016; revised May 2018; revised March 2019, revised September 2019, February 2020, February 2021; reviewed March 2021; revised October 2021; revised March 2022*