

LIBRARY CARD ISSUANCE

RESIDENTS

Residents of the Library district support the Library through taxes. A Warsaw Community Public Library card will be issued to individuals applying for the student/senior citizen, individual or family cards. The applicant must show proof of residence within the city of Warsaw or Wayne Township and be at least 5 years old. The card is only valid at this Library and may not be used at any other public library. (The only exception would occur if the Warsaw Community Public Library Board and another library created a local agreement contract.) Resident library cards are valid for one year and must be renewed annually.

With a current Library card in good standing, a resident has access to materials offered by the Library as long as the rules and policies of the Library are respected. Residents 18 years and older can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

No library cards will be issued for an applicant(s) if a family member at the same residence has a current library card with an active Collection Block (owes \$25.00 or more). All Collection Blocks must be paid to a zero balance before another library card will be issued to a family member living at the same residence.

NON-RESIDENTS (Staff)

Effective July 1, 2010 pursuant to the provision of IC 36-12-2-25 (HB 1086) which will then be in effect, the library director is hereby authorized to issue free library cards to current library employees and to develop rules and procedures regarding issuance and regulation of the use of cards.

NON-RESIDENTS (Unserved Area Borrowers)

The Library Board must set and charge a fee for a local Library card to an Indiana resident who is not a resident of the Library district who applies for the cards. The Board of Trustees will review the registration fees for Library services yearly.

The non-resident fee by law, IC 36-12-2-25 and IC 36-12-25(c), states "...The minimum fee that the board may set under this subsection is the greater of the following: 1. The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state Library's annual "Statistics of Indiana Libraries." 2. Twenty-five dollars (\$25)." In 2016, HB1273 "requires a library to prorate the cost of a library card that is valid for less than one year." (Effective July 1, 2016)

To determine the non-resident family fee, multiply 2 ½ times the total operating expenditures estimate per capita. That cost, rounded to the nearest dollar, is used by the Board as a guide for the minimum level in setting the non-resident family fee.

A full year card may be purchased at any time. There are no refunds.

The current fees are as follows:

Annual Individual Fee is \$92.00.

Annual Family Fee is \$230.00.

Part-Year Individual Fee is \$23.00.

A full year non-resident card expires one year after purchase, while a part-year non-resident card is valid for 3 months after purchase. Renewals will not be accepted before the stated expiration date.

**Pursuant to Indiana Law IC 36-12-2-25 (c) and IC 36-12-2-25(d), IC 36-12-2-25 (e): “A library board may charge a reduced fee or not charge a fee for a local library card under subsection (d) that is issued to an Indiana resident who is: (1) a student enrolled in a public school corporation that is located at least in part in that library district; and (2) not a resident of that library district.” Also (e) “A library board may charge a reduced fee or not charge a fee for a local library card under subsection (c) that is issued to an Indiana resident who is a student enrolled in a nonpublic school that is located at least in part of the library district.” In 2016 the legislature in HB1273 “authorizes a library to issue library cards at no charge to college students who attend a college in the library district.” (Effective July 1, 2016)

Nonpublic school has been defined by Indiana case law as a private, parochial, or home school. The local public school corporation is the Warsaw Community School Corporation which encompasses Clay, Lake, Plain, Prairie, and Wayne townships. Students living in Clay, Lake, Plain, or Prairie townships who attend either Warsaw Community Schools, a private, parochial, or home school located in these townships are eligible for a free student non-resident library card. People living in other townships who choose to send their children to WCS may also get a student card, but will need to show either their student ID or a letter from their school Administrator.

Per Indiana State Board of Accounts, Student is defined as a person enrolled in Kindergarten through 12th grade. IC 20-33-2-7 establishes a statewide entrance eligibility date for public school kindergarten and stipulates a student residing in Indiana be at least five years of age on or before August 1.

Proof that their current address is in one of the townships listed above is required. Valid college ID for the current year is required.

Non-residents 18 years and older can choose to have all library notices sent to their email address or mobile phone using SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of

any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

PUBLIC LIBRARY ACCESS CARD (PLAC)

The Public Library Access Card allows the holder to access all public libraries in the State of Indiana. A patron in “good standing” at his/her home library, holding a valid Resident or a Non-Resident library card, qualifies to purchase an annual individual PLAC at the fee set by the Indiana Library and Historical Board. Notification of the rate for the following year arrives in October and is based upon forty percent (40%) of the current average operating fund expenditure per borrower by all public libraries as reported annually by the Indiana State Library. No partial year or discount cards are available. PLAC card holders 18 years and older can choose to have all library notices sent to their email address or to their mobile phone through SMS instead of receiving the notices through standard postal mail. The card holder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder. Young adult or youth borrowers must list a parent and/or guardian name for our records.

The Warsaw Community Public Library will collect the fee for the PLAC according to the current cash handling policy. The PLAC is issued for twelve months from the date of application of the card.

A PLAC expires twelve months from the date of issue.

PLAC borrowers are allowed to check out all physical circulating materials, including books, movies, music, and audio books authorized for their borrower type. PLAC borrowers are not eligible to checkout materials in eCollections.

PLAC borrowers are not eligible for Interlibrary Loan service through Warsaw Community Public Library. Patrons needing ILL service should go through their home library.

AGENCY/BUSINESS BORROWERS

Many agencies (companies, businesses, and institutions) within the Library district need Library services. Warsaw Community Public Library will accommodate the needs of an agency and its employees by issuing a special borrower's card registered in the name of the agency. All businesses, companies, and institutions within the Library taxing district are eligible for an agency card. Any professional person who is the principal lease holder or renter of a business property within the Library taxing district is eligible for an agency card. Agencies must meet the qualifications for registration and complete the requirements of the policy.

The initial request for an agency/business card is to be submitted to the Library in person - not through the mail - on agency/business letterhead stationery. The letter should state the person's name that will be responsible for the card at the agency/business and the letter must be signed by the person-in-charge at the agency or the owner/manager of the business. Only one person should be listed on the letter as the responsible person. Should the custody of the card be reassigned to another person, the agency is responsible for notifying the Library of that change. This registration will allow full borrowing privileges for the agency.

The Library will only issue more than one card to an agency/business when approved by one of the following people: Circulation Assistant, Department Head, or Director. The registered agency is responsible for the controlled use of assigned cards. When more than one card is requested, each card must have a different responsible party. These people should be listed in the letter.

Agency/business card holders can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

Agency/business cards are valid for one year from the date of receipt. The cards may be renewed in person or by mail. The agency/business is required to bring to the Library or send a letter on letterhead listing the person who will be responsible for the card.

LIBRARY CARD HOLDERS

With the rise in identify theft; WCPL is adding patron photos to all user cards. Anyone refusing to have their photo taken will need to show WCPL staff their Indiana Photo Exempt driver's license or Indiana Photo Exempt I.D. card. Warsaw Community Public Library also advises that all cardholders should present their valid library card to library staff when borrowing library materials. If the library card is not available, a current, official picture I.D. must be shown to check out materials. The photograph attached to the card holder's library account may also be used for identification purposes. Youth under the age of 18, if accompanied by their parent/guardian, may use the parent/guardian picture I.D. card or the parent/guardian library account picture. A second photo I.D. may be required if WCPL staff is not able to identify the patron with the current photo on their user card.

REPLACEMENT CARD POLICY

To replace any card issued by the library, the charge is \$1.00. Completed replacement cards will be issued immediately to users who can show identification, with street address, OR they know their personal identification number (PIN). Users without identification or PIN will be mailed their replacement card.