



Borrowing Policies

Using Your Library Card

- You can use your new card at any Evergreen Indiana library, except for reciprocal and student cardholders (blue cards).
- Cards must be issued from your local library.
- You must have your library card to check out materials.
- Lost cards can be replaced for \$2.

Checking Out Materials

Library materials circulate for 1, 2 or 3 weeks, except art prints which circulate for 3 months.

21 DAYS

- Books, except new books
- Audiobooks
- Magazines
- Storytelling kits, concept kits

14 DAYS

- New books in the Adult Dept.

7 DAYS

- DVDs
- Wireless Hotspots

Items that do not check out:

- Latest issue of magazines
- Reference materials
- Indiana and Genealogy materials

Renewing Materials

Renewals are automatic. You will receive an email on the item's due date stating if it was able to be renewed or not. Books may be renewed twice and other items one time unless another patron has a hold on the item. WiFi Hotspots do not renew.

Returning Materials

You can return materials inside the library or in the outside book drop on the northwest corner of the building. You may also return materials to any Evergreen Indiana library.

Check Out Limits

You may check out up to 100 items at one time. This includes up to 10 DVDs. For example, if you check out 75 items at our library, you may check out 25 items from other Evergreen libraries.

Holds & Borrowing from other Evergreen libraries

You may place up to 20 holds from any Evergreen Indiana Library with the following exceptions:

- Materials added to any library's collection during the previous 6 months.
- You are a reciprocal or student cardholder

Late Fees

The library no longer charges overdue fines. Items are deemed lost if not returned within 28 days of the due date.

Overdue Notices

If we have your email address on file you will receive an automatic notice 3 days before your due date. Overdue notices will also be sent by email. If we do not have your current email on file we will send overdue notices via US Mail beginning 14 days after the due date.

Lost Materials

Each lost item will cost \$5 plus the cost of the original item. There are no refunds for lost items.

Blocked card

Cards become blocked when...

- You have 15 or more items overdue at any of the member libraries.
- You have fees totaling \$10 or more. These fines may be owed to any member library.
- Your card already has 100 items checked out from Evergreen Indiana libraries (including 10 DVDs).
- Your household collectively has fees of \$10 or more.