

Title: Circulation Policy

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Authorized by: Wakarusa-Olive, Harrison Township Public Library Board of Trustees

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Area of Service

The Wakarusa-Olive, Harrison Township Public Library (Wakarusa Public Library) serves Olive and Harrison Townships in Elkhart County. In accordance with Indiana Code 36-12-2-25, individuals who reside or own real property within this service district are eligible for a Wakarusa Public Library card without charge.

Resident Card

To obtain a Resident Card, individuals aged 16 and older must provide proof of current physical address within the library district by presenting one (1) valid form of identification. [See list below.]

Individuals, aged 5 to 15, must be accompanied by their custodial parent or legal guardian in order to apply for a library card. The parent or guardian must sign the registration form, taking responsibility for all fees, fines and payment for lost or damaged materials charged on this Child Card and can choose to restrict DVD borrowing on this type of card.

- Employees of the Wakarusa Public Library will be issued a Staff Card for the duration of their employment. The Staff Card has the same privileges as a Resident Card but does not incur overdue fees.
- Trustees of the Wakarusa Public Library and their spouses will be issued a Trustee Card. The Trustee Card has the same privileges as a Resident Card but does not incur overdue fees.

Wakarusa Public Library card holders, who are in good standing, are also eligible for reciprocal borrowing cards from the other libraries in Elkhart County, the **Mishawaka-Penn-Harris Public Library and the public libraries on the Indiana State Reciprocal List**. Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement. This service is meant to complement, not replace, the services of a patron's home library.

Resident Cards are valid for two (2) years.

Valid Forms of Identification (**e-statements are acceptable**):

The following forms of identification are considered valid forms for the purpose of obtaining a library card but **must have the individual's current address**:

- Valid State or Federal document of identification (driver's license, state ID, passport, etc.)
- Bank statement from past 3 months
- Utility bill from past 3 months

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- Rent/Lease receipt from past 3 months
- Paycheck stub with preprinted name and address from past 3 months
- Current property tax statement or receipt

Other Cards

Individuals who are not eligible for a Resident Card may apply for one of the following cards:

School Cards

All teachers and/or professional staff members, who are employed by the Wa-Nee Community School Corporation and any formally established school found within Olive or Harrison Township, are eligible to receive a School Card free of charge. The card is valid for school and professional use at the Wakarusa Public Library only and is not intended for the individual's personal use. Home school teachers are not eligible for a School Card.

For School Cards, appropriate professional identification is required (e.g., previous teacher privileges, school ID card, paycheck stub, letterhead) in addition to a valid form of identification.

- Print materials have a four-week (4-week) checkout period with the possibility of one (1) renewal. DVDs have a one-week (1-week) checkout period with the possibility of one (1) renewal.
- School Cards are not to be used to borrow materials for personal use.
- School Cards are valid for the academic year, which is determined by the Library Director and/or Children's Director.
- School Cards are not assessed fines for overdue materials.
- Lost or damaged items will be charged to the registered individual in the same as other library patrons.
- Educators are asked not to exhaust the library's collection of materials on any one topic.
- There is no access to Interlibrary Loan.

Non-Resident Cards

Indiana residents who live outside the Wakarusa Public Library's service area may purchase a Non-Resident Card. The Non-Resident Card provides full access to the Wakarusa Public Library.

- The cost of a Non-Resident Card is set annually by the Board of Trustees.
- A Non-Resident Card is valid for one (1) year or the prorated period for which the fee has been paid (6 months or 3 months).

Homebound Card

Homebound Cards are available to individuals residing within Olive and Harrison Townships who are experiencing long-term limited mobility, disability or illness. Homebound Cards provide delivery of materials for an extended loan period. Equipment and Art Prints cannot be delivered through this service.

Public Library Access Card (PLAC)

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Indiana's PLAC program allows an individual to borrow materials from any public library in the State of Indiana. A PLAC Card may be purchased from any Indiana public library. Individuals must present a valid home library card which is in good standing in order to purchase a PLAC card. PLAC card holders must present their PLAC card, in addition to a valid form of identification in order to obtain a Wakarusa Public Library card.

- The cost of the PLAC card is set annually by the Indiana State Library.
- Art Prints, DVDs, and Equipment cannot be borrowed with a PLAC card.
- Items cannot be placed on hold with a PLAC card.
- There is no access to e-media or Interlibrary Loan.
- The card is valid for one year.

Reciprocal Card

Reciprocal Cards are available to individuals who live within a library service area, whose home library participates in a reciprocal borrowing agreement with the Wakarusa Public Library, and who are in good standing with their home library. Currently, those libraries include Bristol, Elkhart, Goshen, Middlebury, Nappanee, Mishawaka-Penn-Harris and the libraries on the Indiana State Reciprocal List.

These individuals are eligible to receive a Reciprocal Card from the Wakarusa Public Library without charge. The card is valid for use only at the Wakarusa Public Library. Individuals applying for a Reciprocal Card must present their home library card and a valid form of identification.

Individuals who live outside a library service area and choose to purchase a Non-Resident Card are not eligible for a Reciprocal Card. In order to use additional libraries, these individuals must purchase a PLAC card in addition to their Non-Resident Card.

Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement. As this service is meant to complement, not replace, the services of a home library.

Reciprocal Cards have the following restrictions:

- Art Prints and DVDs cannot be borrowed with a Reciprocal Card.
- Items cannot be placed on hold.
- There is no access to e-media or Interlibrary Loan.
- Reciprocal Cards are valid for one (1) year.

Student Card

Student Cards are available for all students, age 5-19 years old, enrolled in a school located within Olive or Harrison Township and who live in an area without library service. This includes students at private schools within that service area.

- There is no cost for this card.
- Student Cards are valid for the academic year, set for August 1 – May 31.
- Proof of enrollment is required (e.g., student ID, official confirmation from the school,

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etc.)

- A parent or legal guardian must grant permission for the student to have a card and is responsible for all fees and payment for lost and damaged materials.
- Art Prints, DVDs, and Break in Bags/Special Collections cannot be borrowed with a Student Card.
- Students may check out up to three (3) items total with a Student Card.

Privileges

Loan Limits

- A limit of five (5) DVDs checked out at any one time on each account.

Please see the specific Card descriptions in the previous section for other limits on the loan of library materials.

Library materials may be borrowed according to the following rules:

Material Type*	Loan Period	Renewals	Holds	Overdue Fees
Art Prints	2 months	1	3 days	\$0.25 / day
Art Bags	3 days	1	N/A	\$0.25 / day
Audio (Music and Audio Books)	3 weeks	1	3 days	\$0.05 / day
New Adult Fiction	2 weeks	0	3 days	\$0.05 / day
Books	3 weeks	1	3 days	\$0.05 / day
DVDs	1 week	1	3 days	\$0.25 / day
Magazines (Adult and Children's)	1 week	1	3 days	\$0.25 / day
Break-In Bags or "Special Collections"	1 week	1	3 days	\$0.05 / day

* Some Cards have restrictions on certain materials. See the card descriptions above for details.

- Overdue fines accrue to the maximum amount of \$6.00/item.
- Library administration is willing to work with patrons to settle their overdue accounts in ways that meet the customer's ability and timeframe to pay, while also adhering to the library policies.
- An Art Bag must be checked out to transport Art Prints. Failure to do so results in a \$5.00 fine / print.
- Materials may only be renewed if there are no existing holds placed on the materials.
- Patrons are encouraged to present a card each time they wish to borrow materials, and their account must be in good standing (no fines or fees totaling more than \$6.00) to borrow materials.

Returns

- All library materials must be returned on or before their due date. Patrons may call the library or log into their account in the online catalog to inquire about the date items are due and/or renew materials.

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- Return items to the library during regular business hours or the drive-up drop boxes located at the northeast corner of the library's property. The drop box is available twenty-four (24) hours a day, including Sundays and holidays. Items which cannot be returned in the drop boxes will be clearly labeled.

Holds

- All requests for library materials are on a first-come-first-served basis and are subject to availability.
- Patrons with Resident or Non-Resident Cards are permitted to place holds on items which are currently checked out or on order.
- Once a patron is notified that an item is available, a patron must pick up the item within the time indicated on the above table. After the allotted time the item will be returned to circulation.
- Curbside Pickup: Holds may be delivered to a patron's vehicle by using the library's Curbside Service.

Overdue Notice & Bill Schedule

For materials which have not been returned on the set due date:

- First notice will be sent 14 days from the due date
- Second notice will be sent 28 days from the due date
- A curtesy telephone call will be made 42 days from the due date
- Final bill will be sent 56 days after due date
 - The item will be discharged from the patron's file
 - The patron's status will be set to Barred
 - A comment will be added to the patron's record, stating the dollar amount of the fine plus the replacement cost for the item, including the date the item was discharged
 - The item is marked discarded in the home location and the title is given to the appropriate purchaser to evaluate for re-ordering.

Other Fees

Description:	Fee
CD and/or DVD case replacement for lost case	\$2.00
Audio book case replacement for lost case	\$5.00
CD/Book bag replacement	\$1.00
B/W copies on letter or legal size	\$0.10 / copy or printed side
B/W copies on ledger size	\$0.20 / copy or printed side
Color copies on letter size	\$0.30 / copy or printed side
Color copies on legal size	\$0.75 / copy or printed side
Color copies on ledger size	\$1.00 / copy or printed side
Fax – incoming	\$2.00
Fax – outgoing	\$1.00 / page within the Continental U.S. only & only for long distance numbers – there is no fee for toll

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	free or local numbers
Library card replacement	\$2.00
Meeting Room rental	\$40.00
Spiral binding – plastic rings	\$0.20 / ring
Laminating	\$0.75 / foot – minimum of \$0.75

Lost or Damaged Materials

Patrons are responsible for the replacement cost of library materials that are lost or damaged. (Theft does not exempt the patron from the responsibility of loss of library materials.) The replacement price is the price listed in the item's bibliographic record. The library will not accept replacement of the actual item. Once the library receives payment for the lost or damaged item, the item becomes the property of the customer. The library cannot accept the return of or provide refunds or credits for lost or damaged materials if they are found after payment of replacement charges has been made. Items with an assessed fee but not claimed by the patron after 30 days may be discarded.

Missing Claims/Returned:

Patrons are encouraged to use the Missing/Claims Returned status, which stops fines on materials from accruing and allows one (1) month to find the material. A patron may place a maximum of three (3) items on Missing/Claims Returned at any given time. Because of these items' high demand, they are ineligible to be placed in Missing/Claims Returned: New Fiction, the current issue of magazines, and DVDs. At the end of the one (1) month period, if the materials are not returned to the library, the patron will be billed the replacement costs plus any previously incurred fines.

Damage:

Patrons are encouraged to report any damaged or incomplete materials to the library staff. Patrons should not attempt to repair damaged materials. Fees will be assessed to patrons for damaged materials, which are not the result of normal use. The Library Director or Children's Director will assess the damage and make the appropriate charges.

- Minor damage = limited pencil or pen marks to obscuring pertinent parts of the book, bent pages, torn covers, less than fifty (50) pages wrinkled, and other similar damage. **No fee will be charged.**
- Severe damage = highlighting of text, marker marks, liquid spills affecting the spine and/or more than fifty (50) pages of a book, missing pages, missing pieces, and/or other damage making the material unusable for circulation. **Full replacement cost will be charged.**

Fine Forgiveness

The Board of Trustees may designate time throughout the year when all fines for overdue materials are forgiven. This forgiveness does not extend to fees charged for lost or damaged materials.

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Purging Inactive Patron Accounts

Patron accounts will become inactive when the patron's privilege expires. To activate an account, a patron must visit the library to fill out a new registration form. Patron accounts that do not have fines or fees attached will be deleted four (4) years after becoming inactive.