

Who May Use the Library

See Evergreen Policy for details: www.in.gov/library/3382.htm

1. Library cards are issued to any resident of Jackson or Washington townships. We are also a member of Evergreen. Nearly 100 libraries in Indiana belong to Evergreen and those libraries can borrow materials from our library. See Evergreen policy. We do reciprocal borrowing with all Wayne County libraries. Hagerstown, Centerville and Dublin are all Evergreen libraries, Morrison Reeves is currently not Evergreen, but we do Reciprocal Borrowing with them since they are a Wayne County library.
2. Any non-resident of Jackson or Washington townships who can show a current property tax receipt for Cambridge City, Milton, Pershing, Jackson Township, or Washington Township will be issued a library card. Business owners are included in this category.
3. Other non-residents may be issued a library card on the payment of an annual individual fee of \$50.00. This is mandatory by the state library. The membership expires one year from the date of payment.
4. Temporary residents may borrow books by making a deposit of the price of the book. This amount is refunded when the book is returned.
5. Teachers employed by the Western Wayne Schools may borrow materials during the school year for the classroom even if they are non-residents. This is subject to the rules for classroom collections.
6. The library staff will ask for identification from the patron applicants to establish their current address before issuing a library card. Identification used may be property tax receipts, driver's licenses, rent receipts, Indiana identification card, utility bills or checks.
7. Each borrower is responsible for all fines incurred, all borrowed materials and all lost or damaged materials checked out on their library card.
8. Interlibrary loans are done through the Indiana State Library as of January 1, 2009.
9. Indiana residents with valid library cards from participating reciprocal libraries, Evergreen libraries or PLAC cards may check out any material that local patrons may check out.
10. Any individual may use the library reading areas and reference materials but only those individuals mentioned above may borrow materials from the library.

Borrowers Cards

See Evergreen Policy for details: www.in.gov/library/3382.htm

1. Borrower's names are kept on file in the office by last name and on the computer.
2. Each borrower will be given a card for his own use. Lost card replacements are \$2.00.
3. Library cards are not transferable. Each borrower is responsible for any materials charged to their card. See Evergreen policy.
4. Any PLAC card issued by this library to a non-resident with a valid home library card will not be issued until a phone call is made to the purchaser's home library. This phone call is to make sure the patron has no outstanding fine nor any non-returned materials charged against their card. If the person is not in good standing with a clear record at their home library, the staff will not issue a PLAC card. The purchaser will be informed of the phone call and that it is to make sure that their record is clear.

Fines and Fees

See Evergreen Policy for details: www.in.gov/library/33382.htm

1. A fine of .25 cents per day/item is assessed on books, magazines, audio cassettes ,CD's, DVD's, and videos, that are overdue, with a cap of \$10.00 per item. Patrons who provide an email will get a notice three days before their materials are due and an email notice on the day their materials are due. Overdue notices are sent by mail through Unique, an agency hired to send overdue notices, 14 and 28 days after the due date. A final notice, which declares the items "Lost" and assess the replacement cost and a \$10.00 per item processing fee, will be sent via US First Class mail 45 days after the due date. If an item is damaged beyond repair, replacement price will be charged to the borrower. If the exact item can be bought, the patron will be given the damaged item after the replacement copy is paid for and on the shelf for circulation. If the patron does not want the damaged item, it will be discarded.
2. If an item is out of print or unavailable, the replacement price of similar material will be charged and the item is not given to the patron.
3. If a magazine is damaged beyond repair or lost, price of replacement is charged to the patron.
4. Pamphlets and maps from the vertical files are not subject to a fee since the materials were free and probably cannot be replaced.
5. The daily fines may not exceed the replacement cost of the item.
6. When patrons accumulate an unpaid fine of \$10.00 or more or they have more than 15 overdue items, they forfeit their right to borrow material from any Evergreen library until the fine is paid.
7. Copier fees for the public and employees are 10 cents per page for black and white and 25 cents per page for color. This charge applies to the microfilm reader/printer also. Fax machine copy charges are 50 cents per page; toll-free faxes are 50 cents per page; incoming faxes are 10 cents per page. These charges are for public, library staff and board.

Circulation

See Evergreen Policy for details: www.in.gov/library/3382.htm

1. The limit of items borrowed by patrons is as follows:
 - A. One hundred items, total, per patron card unless the director or staff member gives permission.
 2. There is a limit of 10 DVD's.
2. Rare and/or fragile materials and reference materials may not be borrowed. Reference books may be borrowed overnight at the discretion of the director or staff.
3. Current issues of periodicals and back issues of periodicals may be borrowed. Pamphlets and maps from the file cabinets may be borrowed. File folders may not be checked out.

Loan Period

See Evergreen Policy for details: www.in.gov/library/3382.htm

1. Books, pamphlets, maps and audio cassettes circulate for a three week period. All magazines circulate for one week with one renewal.
2. Material in heavy demand is renewable at the discretion of the director and/or staff.
3. Videos and DVD's are limited to a one week circulation with one renewal unless there is a hold.

Registration of Patron

See Evergreen Policy for details: www.in.gov/library/3382.htm

1. Library cards are re-issued every two years with the patron file updated continuously.
2. In making application for a library card an adult must show proof of residence in the library district. This may be property tax receipts, driver's license, rent receipts, Indiana identification card, utility bills or personal checks.
3. Parents may register a minor child for a library card with proper identification. This will denote acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card.
4. Any Western Wayne Schools student is eligible for a library card.

Gifts

1. Gifts of books, if suitable, will be accepted by the library with the understanding that the library will use or dispose of them as it sees fit.
2. Material accepted for the Indiana and local History Room collection will be governed by the rules as set forth in the History Room Policy.
3. Gifts of money to the library will be accepted and placed in the appropriate fund. All checks should be made payable to the Cambridge City Public Library.
4. The Library will not be responsible for any privately owned material on display.

Computer/Internet Acceptable Use Policy

Availability

Computers are available to all library users. They are provided to allow patrons access to a wider variety of resources, including Internet access, access of the library's card catalog, and use of computers for word processing.

Children

Parents or guardians are encouraged to be present when their children are using the computer, to assist with searching the Internet and their complying with the Computer/Internet Use Policy. It is the responsibility of the parents or guardians to determine whether or not to place restrictions on their own children in the use of the Internet. If they are seen to be in an unacceptable area, they will be asked to leave it immediately. If this behavior continues, the result will be as described in the Violations of Policies section.

Computer Resources

The library provides access to computer equipment, programs, databases and the Internet. All users of the library's "computer resources" are expected to use these resources correctly and only for legal and ethical purposes. Computer resources cannot be used for receiving or transmitting inappropriate material in violation of federal, state, or local regulations. This includes but is not limited to profanity, sexually explicit material, expressions of bigotry and racism, information on the manufacturing of illegal drugs, weapons, and or bombs. Copyrighted material can be downloaded and printed for legal purposes, not for resale or other distribution.

Disclaimers

The library cannot be responsible for computer malfunctions, Internet Site downtime, or delays in transmission from a remote site. The library claims no verification of information obtained through the Internet. Internet Users are advised that the quality, accuracy and timeliness of the information on the Internet may vary greatly from one site to another.

Staff Assistance

The library staff will provide limited assistance for start up procedures and the card catalog. As their time allows further assistance may be rendered. Circulating and Reference books are available to answer specific questions.

Downloading

Files cannot be downloaded to the library's hard drive. Patrons must provide their own source of storage.

Time Limits and Priorities

The library uses "Time It" for time management of the public access computers. It allows patrons to sign in with their library card number and a pin, or a guest number with a pin. There is a 30 minute time limit for use with the ability to extend time if there are still available computers. The Internet Use Policy comes up on the screen as each patron signs in and must be accepted each time.

Copy Charges

The library charges 10 cents for black and white and 25 cents for color. Copies are sent to the coin op machine for patrons to use on their own. Staff will show anyone needing help how to use it.

Email

Although the library does not provide Email accounts, if you have an existing Email account,

you may access your Email and send Email from the library's computers. Remember Email should not be considered confidential. When necessary such communication may be used as evidence in criminal investigations.

Food/Drink

No food is allowed in the library without permission, drinks with lids are allowed in the library but not near the computers.

Policy Agreement

Computer users are asked to check the *I Accept* box to agree to our Computer/Internet Policy (which is on the opening screen of the computer). If they check I do not accept the computer will now allow them to use it.

Library Rights

The Cambridge City Public Library reserves the right to interpret its own rules and procedures. The library reserves the right to change them at any time. Any conditions or situations not provided for in these rules and procedures may be decided by the Library Director and in the Director's absence, the senior staff person. The Library Director shall have the right to waive rules and procedures whenever it is in the best interest of the library to do so.

Reviewed and updated January 24, 2017
Cambridge City Public Library Board of Trustees