

Anderson Public Library

Library Card Policy

LIBRARY CARDS

Anderson Public Library cards provide access to materials and resources that support lifelong learning, discovery, and enjoyment. An Anderson Public Library card is required to borrow library materials per Indiana Code 36-12-2-25. Individuals may apply for a card by visiting the Main Library or Lapel Branch, or online using the library's website.

- Applicants must pick up their cards in person.
- Customers may have only one account under their name.
- All cards/accounts are individual cards; there are no family cards.

Individuals must present current photo identification and identification providing proof of residency when obtaining an Anderson Public Library card. Other verifications may be required depending on the type of library card issued.

- **Photo Identification:** Acceptable forms of photo identification are: driver's license, state ID card, passport, military ID, school ID, or employment ID. These must not be expired and must include both name and photo.
- **Proof of Residency:** Acceptable forms of identification for proof of residency are: driver's license, personalized checks, voter registration, utility bill dated within the last 60 days, computer generated mail postmarked within the past 30 days that has both the individual's name and street address, student identification with official class schedule, or proof of property ownership in Anderson City, Anderson, Stony Creek, or Union Townships of Madison County, Indiana. A post office box is not proof of residency.

All card types are split into juvenile (0 to 13 years), young adult (14 to 17 years) and Adult (18 years and above) categories. When a parent or guardian is obtaining a card for a child under the age of 18 years, the child and adult must both be present at the time the card is issued and the adult must agree to assume financial responsibility.

Individual Cards With Eligibility Through Property Taxes

Resident Library Cards

Anderson City, Anderson, Stony Creek, and Union Townships of Madison County, Indiana support library services through the payment of property taxes; therefore the library 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. Resident cards expire 3 years after date of issue or renewal.

- Individuals must present current photo identification and proof of residency as defined above when obtaining an Anderson Public Library card.



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- Residents' children up to age 17 residing at the same address as the resident may obtain an Anderson Public Library card. The parent must be present at the time of issue and must present proof of identification and proof of residency as defined by the above criteria and must agree to assume financial responsibility.
- Children ages 14-17 may be issued a borrower's card, without parental involvement by presenting their individual photo identification and proof of residency as defined above.

Digital Resident Card

Anderson City, Anderson, Stony Creek, and Union Townships of Madison County, Indiana support library services through the payment of property taxes; therefore the library will issue Digital Resident 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. Digital Resident cards expire 3 years after date of issue or renewal. Digital Resident cards are only issued to residents ages 18+.

- Individuals must provide current photo identification when obtaining a Digital Resident Card.

Non-Resident Taxpayer Cards

Non-residents who pay property taxes in Anderson City, Anderson, Stony Creek, or Union Townships of Madison County, Indiana have the same benefits as resident cardholders. Non-Resident cards expire one year from date of issue.

- Individuals must present current photo identification and proof of residency as defined above when obtaining an Anderson Public Library card.
- Non-resident taxpayers must also 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. Each cardholder must provide current photo identification and identification stating their current address of residency as defined above to receive a card.

Student and Teacher Cards

Public School and Private School Student Cards

Students currently enrolled in any public school, or any non-public school located in the Anderson Public Library district or reside in unserved areas of Madison County may be issued a student card. Cards expire August 31st after date of issue.

- Individuals must present proof of school enrollment, current photo identification and identification providing proof of residency when obtaining a Student card.
- Proof of current enrollment in any public school, or any non-public school located in the library district is required. Acceptable proof of enrollment includes report cards or mail from the school to the student from the current school year.
- A parent or guardian must provide current photo identification and identification stating their current address of residency as defined above
- Currently enrolled students ages 14 and older may be issued a borrower's card without parental involvement by presenting photo identification and proof of address of residency as defined above, and proof of schooling within the Anderson Public Library district.



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School Teacher Cards

Current teachers of any public school, non-public school, or daycare located in the Anderson Public Library district may be issued a school teachers card. Cards expire August 31st after date of issue.

- Individuals must present current photo identification and identification providing proof of residency as defined above when obtaining an Anderson Public Library card.
- As proof of employment, the customer must show a current school issued photo identification card or another form of proof of employment.

Digital School Cards

Students or Teachers are provided Digital School Cards upon the request of any school corporation located in the Anderson Public Library district. Digital School Cards only provide access to Anderson Public Library's digital resources, databases and eResources. Digital College Cards expire August 31st after date of issue.

Homeschool Cards

Homeschool students who reside in unserved areas of Madison County (parts of Richland and Jackson townships) and who receive all or part of their schooling in a facility/building within the Anderson Public Library district, may be issued a student card. Cards expire August 31st after date of issue.

A parent or guardian must provide current photo identification and identification stating his/her current address of residency as defined above

- Proof of schooling within the Anderson Public Library district must be provided.
- Homeschooled students 14 and older may be issued a borrower's card without parental involvement by presenting photo identification, proof of address of residency as defined above, and proof of schooling within the Anderson Public Library district.

College Cards

Students or Teachers currently enrolled in or teaching at any college or university located in the Anderson Public Library district may obtain a College Card at no cost. College Cards expire August 31st after date of issue.

- Individuals must present current photo identification, or current College Student/Faculty Identification with a photo when obtaining an Anderson Public Library card.
- In addition, students must present a current class schedule as proof of enrollment in the current semester and teachers must present proof of current employment at the college or university to be issued a college card.

Digital College Cards

Students or Teachers currently enrolled in or teaching at any college or university located in the Anderson Public Library district may obtain a Digital College Card at no cost. Digital College Cards only provide access to Anderson Public Library's digital resources, databases and eResources. Digital College Cards expire August 31st after date of issue.

- Individuals must provide current photo identification, or current College Student/Faculty Identification with a photo when obtaining an Anderson Public Library card.



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- In addition, students must present a current class schedule as proof of enrollment in the current semester and teachers must present proof of current employment at the college or university to be issued a college card.

Non-Resident Cards Requiring Payment

Non-Resident Cards

Individuals living in a non-library taxing district may purchase a Non-Resident Card for one year, six months, three months, or one month. Expiration date is determined by date of purchase and fee paid.

- Individuals must present current photo identification and proof of residency as defined above, when obtaining an Anderson Public Library card.
- Non-resident cards are issued to individuals. All persons residing at the same address regardless of age must each purchase an individual non-resident card.
- Children, up to age 17, residing at the same address as the paying non-resident, and purchasing an individual Non-Resident Anderson Public Library card must have a parent or guardian present. Parent or guardian must present proof of identification and proof of residency as defined by the above criteria.

Public Library Access Cards (PLAC)

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. The annual fee is determined by the Indiana State Library and may change each year. PLAC cards expire one year from the date of purchase.

- To purchase a PLAC card at APL, eligible individuals must present current photo identification and identification stating their current address of residency as defined above. In addition, they must present their home library card. After payment of the PLAC fee, a PLAC card and an Anderson Public Library card will be issued.
- An individual may present a PLAC card issued at another library. Home library card, current photo identification, and proof of residency as defined above must be presented along with the current PLAC card in order to be issued an APL card.
- An APL card will be issued only to the PLAC cardholder.
- PLAC cardholders may not check out hotspots.

Specialty Resident Cards

Short Term User Cards

There are several organizations within Anderson City, Anderson, Stony Creek, and Union Townships of Madison County, Indiana which provide short term housing for qualified individuals. Individuals who are currently residing in one of these housing options may be issued an APL card. Short term user cards expire 6 months after date of issue.

- Individuals must present current photo identification as stated above.
- Proof of residency must be verified by the organization where the customer resides. A dated letter on official letterhead stating the name (or names, if a family) of the person residing there



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and the address of the business/residence must be presented to the library. The letter must include the signature and title of an official staff member of the residence.

- Due to the short term nature of the residence, only 6 items may be checked out on a short term user card at one time.
- Short term users may not check out mobile devices or hotspots.

Staff Cards

Staff employed by Anderson Public Library are eligible for staff cards. These expire on the last day of employment.

Cards for Foster Children

Children residing in a foster home in our taxing district are eligible for a library card. Cards will expire after one year.

- The foster parent must present current photo identification and identification providing proof of residency as defined above when obtaining an Anderson Public Library card for a foster child.
- Due to the potential short term nature of the residence, only 25 items and no hotspots may be checked out on this card.

EXPIRED CARDS, LOST OR STOLEN CARDS, AND REPLACEMENT OR MISSING CARDS

Renewing Expired Card/Accounts: Accounts that are expired or are ready to expire may be renewed by the same process as issuing a new card.

Physical Library Card: The physical card itself does not expire and should not be discarded. When the account is updated per ID and address requirements, the same physical card/account number will be used. This will prevent the \$2.00 charge for a new card.

Replacement Cards: Lost or damaged cards may be replaced with a new card upon request. There is a \$2.00 charge for the new card. All regulations for issuing a new card apply to obtaining a replacement.

Lost or Stolen Cards: The maximum liability for any items checked out and not returned on a lost or stolen library card is \$50.00. A stolen card must be reported to Anderson Public Library immediately. The Anderson Police Department must also be notified, and a copy of the police report must be given to the library as soon as possible.

LIBRARY CARD USE

To meet the various needs of library customers, Anderson Public Library maintains circulating collections of books, magazines, audiobooks, DVDs, CDs, videogames, games, Library of Things, hotspots, and laptops. The normal loan period is 28 days, although the loan period may vary by item type. Limits are set on the number of items borrowed and for different borrower types.



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- Customers who do not have their library card with them may borrow materials with current photo identification.
- Borrowing privileges are suspended for customers with any overdue items, accrued fees over \$10.00, or fees of any amount over three months old.
- Fees over three months old must be paid in full to reinstate borrowing privileges.
- Accounts with unpaid fees of over \$10.00 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.

LOST OR DAMAGED MATERIALS

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

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

When customers return an item that was lost and paid for, they may receive a refund of the price of the item for up to three months after the date of payment. A receipt with the amount paid and the last date to claim a refund 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 three-month period are not eligible for any refunds; the customer may keep these materials.

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 damaged materials will be stored by the library for only 30 days after being returned so that the customer has the option to keep those materials after the fee has been paid in full.

If there is minor damage to an item, the customer may be charged a fee to repair the damage.

LIBRARY ACCOUNT FEES

Anderson Public Library attempts to collect fees owed by using a collection agency. Expired library accounts with fees will remain open for five years. After five years the fees and accounts will be deleted from the ILS.



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