

## **Bell Memorial Public Libraries Policies**

### **Update Policies Governing The Use Of The Library**

#### **Library Hours:**

**Sunday 1p.m.—5p.m. (during school year)**

**Monday 9a.m.-- 7p.m.**

**Tuesday 9a.m. – 7p.m.**

**Wednesday 9a.m. – 7p.m.**

**Thursday 9a.m. – 7p.m.**

**Friday 9a.m. –5p.m.**

**Saturday 9a.m.—5p.m.**

**Bell Memorial Public Library serves the Town Of Mentone and the Township of Harrison. Residents or those paying property taxes in either of these two areas are eligible for all library services.**

**A nonresident family membership yearly fee may be purchased. These prices are determined by the state of Indiana. This nonresident membership is for those families that do not reside or pay real estate property taxes in the above stated areas.**

Current students of Tippecanoe Valley School district, that do not otherwise qualify for regular library card, are eligible for a “Valley Card”. This card allows a nonresident Tippecanoe Valley Student (only the student, not to be used by family members) to check out 3 books only. These “Valley Cards” are valid for a period of one year and are updated yearly.

Library cards will be issued to those patrons six(6) years of age and older, who have correctly filled out an application form. A parent or legal guardian must sign for anyone under the age of eighteen(18) years old, unless said person is an emancipated minor and has their paperwork from the court. You must have your library card with you in order to check any material out of the library.

Library cards will reach the patron thru the U.S. Mail to verify the address given. The only exception to this rule is in the cases where other family members already have library cards.

Eligibility for library usage may be suspended for the following reasons:

- 1. Willful destruction of library property*
- 2. Failure to return or replace materials borrowed*
- 3. Refusal to meet overdue fine obligations*
- 4. Loud and/or abusive language or behavior within or on library property*
- 5. Anyone using or allowing the use of their card by a nonresident attempting to avoid the payment of a nonresident fee, or by those avoiding payment of overdue fines and charges.*

**New patrons are limited to one book and one multimedia material at a time for the first month. After this trial period, three “L” long movies, over 60 minutes, and three “S” short movies, under 60 minutes, as well as an unlimited number of blue dot educational movies.**

**New books less than three (3) months old or books placed on reserve/hold may not be renewed. Other titles may be renewed for an additional three (3) weeks.**

**Patrons may request material be put on hold for them. When the reserved item becomes available, the patron will be notified by telephone. The item will be held for three (3) days on the reserve shelf. If the item has not been retrieved in that time it will be reshelfed and the reserve note will be removed. The patron will then have to request a new reserve be issued and they will go to the bottom of list of already waiting patrons.**

**DVD’s can now be reserved, \*\*with teachers/educators needing solid blue dot movies for classroom use. \*New movies cannot be renewed. Older movies can only be renewed one time.**

**A drop box is provided for patrons use in returning library materials. When using the drop box please remember, if a book is due on a date, it has to be returned during regular library hours, if dropped into the drop box after hours it will be considered late and a fee will incur.**

**Any library item lost or damaged to the point that it is not suitable for circulation, must be replaced by the borrower at retail price or the actual cost of that particular edition. An In-house processing fee of \$1**

will be added, in addition to any overdue charges for that item, that were incurred.

Patrons/households may not borrow library materials if they have overdue/lost material charges totaling \$10.00 or more. Materials may not be borrowed by anyone in a household if a fine is over \$10 for that household. Once a fine reaches \$10, library privileges will not be reinstated until the fine is paid in full. If a fine is under \$10, a patron will be able to check out materials if a minimum payment of \$1.00 is made towards the outstanding balance. A household is defined as any group of individuals living in the same house, at the same physical address.

### Borrowing Period and Overdue Fines:

#### Material Checkout Period and Overdue Fine Amounts

Item	Time Period	Daily Amount
Books	3 weeks	10 cents
Periodicals(magazines)	3 weeks	10 cents
All DVD's	1 week	\$2.00
Music CD's	3 weeks	10 cents
Audio Books	3 weeks	\$1.00
Reference Material	Needs Director Permission	