

BELL MEMORIAL PUBLIC LIBRARY

CIRCULATION POLICY

101 W. MAIN ST.
MENTONE, IN
46539



PHONE: 574-893-3200

FAX: 574-353-1307

EMAIL:
SBOGGS@BELL.LIB.IN.US

• Library Hours

Monday-Thursday: 9-7pm

Friday: 9-5pm

Saturday 9-1pm

Sunday: CLOSED

• Item Loan Period

Books: 3 weeks

Magazines: 3 weeks

DVDs: 1 week

Music CDs: 3 weeks

Audio Books: 3 weeks

Reference Materials: Need Director Permission

• Resident Cards

We serve the town of Mentone and Harrison Township residents. Those paying property taxes are eligible for all library services.

• Nonresident Membership

A nonresident family membership may be purchased. The yearly fee is set by the state of IN. This card is for families that are out of the service area.

• Valley Card

Current students of TVSC, who are out of the service area are eligible for a Valley Card. This allows a nonresident student to checkout up to 10 items. They are valid for 1 year and need to be updated yearly.

• Application Process

Library cards will be issued to patrons ages 5 & up, with filled out an application form. A parent or guardian must sign for anyone under that age of 18, unless said person is an emancipated minor. Cards will be sent through the U.S. mail to verify address.

• Drop Box

A drop box is available for patrons to return materials. It is located on the north side of the building across from the post office.

• Material Holds

Patrons may request materials to be reserved for them. When the item is available patron will be notified by telephone and material will be held for 3 days before the next person will be notified or item will be put on shelf.

• Household Fines/Lost or Damaged Material

A household is a group of individuals living at the same physical address. An outstanding balance of \$10+ due to lost/damaged items may lead to restricted services. A patron will be allowed to checkout materials if a minimum payment of \$1 is made toward the fine.

Any lost or damaged item must be replaced at the retail price. An in-house fee of \$1 will be added.

• Suspension

1. Willful destruction of property
2. Failure to return or replace borrowed material
3. Loud and/or abusive behavior within or on library property
4. Anyone using or allowing use of card by nonresident to attempt to avoid charges

• Additional Services

1. Copies: .15 cents per page b/w, .50 cents color per page
2. Fax: \$1 for the 1st page 25 cents for each consecutive page
3. Notary (appointment only, no charge)
4. Streaming services include Hoopla & Libby. Please let us know if you would like a Libby account setup.

Visit our website: www.bell.lib.in.us

Follow us on Facebook & Instagram for up to date information on our programs.