

## Policy Index November 2001

Policy		Indiana Code	Current Policy Approved on [date]	Current Fee	Notes	Next Review
Access to Public Records	\$	5-14-3	Jun. 2000	multiple		2002
Amnesty	^		Nov. 2000		Fine clearance	2001
Behavior			Jun. 2000	none		2001
Card Registration/Circulation	\$	20-14-2-8 (a)	Nov. 2000	various		2001
Circ/Customer Vacations	^	20-14-2-8 (a)	Apr. 1991		Merge w/Card Registration	
Collection Agency	\$	SBA Manual 4-5	Apr. 1998	\$10 fee	collection fee assessment	2001
Collection Development		Minimum incl. In P.L. Standards	Jun. 2000	none	Separating policy from procedures	2002
Community Room	\$	20-14-2-8 (a)	May 1998	\$50	Refundable deposit	2001
Criss Cross Directory			Jun. 1992	none		
Emergency Closings			Jan. 1996	none		2000
EUCSC Teacher's Cards	^		Dec. 1998		Merge w/Card Registration	
Gifts, Receipts, Acknowledgement	^	20-14-3-4 (d)	Oct. 1992			2001
Holiday Closing Schedule			Sep. 2000	none		2001
Hours		Minimum incl. In P.L. Standards	Sep. 1999	none		2001
Interlibrary Loan	\$	Minimum incl. In P.L. Standards	Jun. 2000	50 cents	overdue fine per day	
Internet Access by Minors		20-14-1-7	Nov. 2000	none	Annual review required	2001
Internet Access/Acceptable Use		20-14-1-7	Nov. 2000	none	Annual review required	2001
Inventory of Collection			Jul. - Oct. 1992	none	Need to determine frequency	2002
Microcomputer Work Station	\$		Sep. 1996		Substitute Access to Records	
Nepotism			Aug. 1994	none	Move to Personnel Policy	
New Card Applicants	^				Merge w/Card Registration	
News Magazines			Jun. 1991	none	Merge w/Card Registration	
Nonresident Cards	\$	20-14-2-8 (b-c)	Jun. 2000	\$114	1999-00 rate is \$93	2001
Pets in the Library			Jan. 1992	none	Move to Behavior Policy	
Photocopies	\$		Oct. 1990	15 cents	Substitute Access to Records	
Presentations to Lib. Board			Jan. 1996	none	Move to Board/Open Door	
Printer Charge	\$		Feb. 1994	15 cents	Substitute Access to Records	
Program Fees	^		Jan. 1996	various	reimbursement/supplies	2001
Programs w/Animals			Sep. 1998		Move to Library Programs	
Public Documents, Disclosure		5-14-3	Oct. 1990		Substitute Access to Records	

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Public Documents, Removal		5-14-3	Oct. 1990		Substitute Access to Records	
Public Library Access Card	\$	20-14-3-1.1 4- 23-7.1-5.1	Jan. 1995	\$24 + \$2 for add. cards	Annual fee set by ISL	2001
Records Exempted/Disclosure		5-14-3-4	Feb. 1998		Substitute Access to Records	
Satellite Use	\$		Oct. 1995	various		2001
Story Craft Room Policy		20-14-2-8 (a)	Oct. 1995	\$10/hr	Media Operation	2001
Study Room Policy		20-14-2-8 (a)	Dec. 1998			2001
Study Room Policy/Tutors		20-14-2-8 (a)	Dec. 1998			2001
Temporary Residents Cards	^		Apr. 1991	none	Merge w/Card Registration	
Traffic Control on Lib. Grounds			Dec. 1993		10 yr. contract w/Z Police	2003
Typing Workstation			Apr. 1994	\$1	Substitute Access to Records	
Unattended Children			Nov. 1998		Merge w/Behavior Policy	
Volunteers Age			Nov. 1992		Move to Personnel Policy	

## Replacement Fees for Lost and Damaged Items

If a lost or damaged Library materials is in print, the customer will be charged a replacement cost by type of item according to the list below.		
Type of Material	Adult/Teen	Youth
Book	retail	retail
VHS	retail	retail
DVD	retail	retail
CD-ROM	retail	retail
Audio Book (tape or CD)	retail	retail
Music audio (tape or CD)	retail	retail
Single disc from multi-disc set	\$10 per disc	\$10 per disc
Kit	retail	retail
Magazine	\$10	\$10
Reference book	retail	retail
Basket	\$20	\$20
Insert from AV item	\$5	\$5
Interlibrary Loan material	Lending Library sets replacement cost	Lending Library sets replacement cost
If a lost or damaged Library material is out of print, the Library selector for the collection will be consulted. A standard replacement cost by type of item may be charged according to the list below.		
Type of Material	Adult/Teen	Youth
Hardcover Nonfiction book	\$40	\$22
Hardcover Fiction book	\$30	\$18
Paperback Leveled Reader	N/A	\$6
Mass Market Fiction Paperback book	\$8	\$8
Mass Market Nonfiction Paperback book	\$12	N/A
Trade Fiction Paperback book	\$17	N/A
Trade Nonfiction Paperback book	\$37	\$15
Board book	N/A	\$6
VHS	\$10 or DVD retail cost, if available	\$10 or DVD retail cost, if available

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## Replacement Fees for Lost and Damaged Items

DVD (entertainment)	\$20	\$20
DVD (nonfiction educational)	\$40	\$40
CD-ROM	\$20	\$20
Audio book (tape)	\$10 or CD retail cost, if available	\$10 or CD retail cost, if available
Audio book (CD)	\$15 for 1st CD, plus \$5 per CD for extra CDs	\$15 for 1st CD, plus \$5 per CD for extra CDs
Music CD	\$15 for 1st CD, plus \$5 per CD for extra CDs	\$15 for 1st CD, plus \$5 per CD for extra CDs
Kit (paperback book and tape format)	\$10 or retail cost with a CD, if available	\$10 or retail cost with a CD, if available
Kit (paperback book and CD format)	\$22	\$20
Kit (hardcover book and tape format)	\$20 or retail cost with a CD, if available	\$20 or retail cost with a CD, if available
Kit (hardcover book and CD format)	\$30	\$30
Kit (multiple part and format)	\$50	\$50
Magazine	\$10	\$10
<b>If a supply that is used to process a Library material is lost or damaged, a replacement cost for the supply will be charged according to the list below.</b>		
<b>Type of Processing Supply</b>	<b>Adult/Teen</b>	<b>Youth</b>
VHS case	\$5	\$5
DVD case	\$5	\$5
CD-ROM case / hanging bag (any size)	\$10	\$10
Audio case (tape or CD)	\$10	\$10
Music CD jewel case	\$1	\$1
Kit bag (any size)	\$10	\$10
Barcode	\$1	\$1
Label (spine or other)	\$1	\$1

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