



EAGER
FREE
PUBLIC
LIBRARY

Circulation Policy

Loan Periods:

Books, magazines, audiobooks, and music CDs can be checked out for three weeks. New and high demand book titles and new music CDs may be checked out for two weeks.

DVDs may be checked out for one week with the exception of TV series. These may be checked out for two weeks. The library has an open policy on checking out DVDs. However, if you are concerned about your child checking out videos, you may put a block on your child's card that will restrict them from checking out all DVDs. There is, no limit on the number of DVDs a patron can check out from the library.

New magazines and reference items do not circulate.

There is no limit on the number of materials you may check out.

Library Cards:

Due to the growth in Evansville, our staff may not recognize all patrons who visit the library. Therefore, in order to borrow materials from the library, a patron must present their library card at the circulation desk.

Library cards are issued to individuals free of charge. When a person applies for a library card, they agree to return all materials by the date due or to pay promptly all fines charged against the card for overdue and lost library materials. EFPL requires picture identification (such as a driver's license, state-issued identification card, school or work ID), or a utility bill in the applicant's name with one other identifying document showing place of residence, to receive a library card.

Persons under 18 must have a parent or guardian sign a library card application before getting a card.

Patrons are asked to notify the library immediately of an address change, or loss of a card. There is a one-dollar fee to replace a lost card. Library cards will expire and must be renewed every three years.

Eager Free Public Library allows patrons to check out items on other patrons' cards, when the Library Card Use Permission form has been filled out and is on file. However,

patrons will not be allowed to utilize this service when their own card has a block due to unreturned materials and/or excessive fines.

Returns, Fines, Renewals and Reserves:

Library material may be returned to any library in Rock County. Library material may be renewed twice, if there is no waiting list for the item. The overdue charge for late materials is \$0.25 per day for adults and teens, and \$0.10 per day for children. To avoid fines, you may renew an item in person, through the SHARE system on a computer, or by phone on or before the day it is due.

A patron may reserve material in person, through the SHARE system or by telephone. Once available, any in-house materials will be placed on reserve for one week. All interlibrary loan materials will be placed on reserve for the duration of the loan period given by the lending library.

Revised and adopted by the Eager Free Public Library Board of Trustees on January 29, 2019.