

Wolcott Community Public Library is supported by Princeton Township Property taxes. Round Grove & West Point Township have free library service because of a yearly contract agreement.

Non-Residents are charged annually according to the libraries per Capita Operating Expenditures.

This library is part of Evergreen Indiana, a growing network of public libraries that share the same library catalog online. Residents may use these other libraries by using their Wolcott Evergreen Library card.

Reciprocal Borrowing from other Non-Evergreen Libraries:

Patrons may participate in the reciprocal borrowing if:

- A) Member of Princeton Township
- B) West Point Township & Round Grove Township borrowers have paid an additional yearly amount.

## **TYPE OF CARD HOLDERS**

- Resident: Anyone living or owning property in Princeton Township is entitled to a library card at the Wolcott Community Public Library free of charge.
- Other Residents: Anyone living or owning property in West Point Township or Round Grove Township is entitled to free library services at the Wolcott Community Public Library due to a yearly contract agreement. If a West Point or Round Grove Resident wishes to use the full service of the Evergreen library system, they must purchase a Non-resident card. The Non-resident card is discounted for these townships, due to the yearly contract agreement.
- Non-resident: Anyone living in an unserved area, meaning no library in the state serves your home area. Non-residents have to purchase a non-resident card before they can borrow materials from Wolcott Community Public Library.
- PLAC: Public Library Access Card can be purchased at any public library in the state if the purchaser has a valid library card.
- Reciprocal: Anyone living in another library district whose home library is a reciprocal borrowing/lending library may borrow materials after they have shown proof of holding a valid library card with their home library. Staff may call the home library and inquire of the individual's status.

Patrons from Princeton Township are eligible to reciprocal borrow from other libraries.

Anyone living outside the library district that owns real property in Princeton Township must show proof of ownership of the real property. Types of identification include "property tax bill" with address of real property.

## **EVERGREEN INDIANA LIBRARY CARD**

An Evergreen Indiana library card is required to check out materials at an Evergreen Indiana Library. Library directors and managers have discretionary ability in special cases. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. Patrons of the Evergreen Indiana Consortium libraries presenting Proper Identification are eligible to receive an Evergreen Indiana library card from home library subject to certain limitations. (see below, Loss of Privileges). An Evergreen Indiana library card is not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice. Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

### **PROPER IDENTIFICATION**

Proper Identification must be presented to apply for an Evergreen Indiana library card. Proper Identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address; or
- a current government issued photo ID (e.g., military ID, passport).
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address.

Recommended List of ID includes:

- valid voter registration card,
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

## **LOAN DURATION**

- Regular Collection: Books are loaned for a period of three weeks. Books may be renewed 2 times by using your Evergreen account, in person, or calling the library.
- Periodicals: Magazines are loaned for two weeks. Magazine may be renewed 1 time by using your Evergreen account, in person, or calling the library.
- Movies: A total of 4 movies may be checked out for each family for two weeks. Movies may be renewed 1 times, by using your Evergreen account, in person, or calling the library.
- Reference collection: All books in the reference section of the library will remain in the library.

## **DVD/Blu-Ray**

- Patrons must be 18 to check out DVD's/Blu-Ray's.

## **FINES/FEES**

WCPL went “fine free” on overdue materials in September 2025.

Materials borrowed will be set to “lost” once the items are overdue by 28 days. \*See “Lost Items” below.

Items borrowed from other Evergreen Libraries are subject to their overdue/fine policy.

There will be a \$2.00 charge for replacement of lost Evergreen library cards

## **LOST ITEMS**

An item that is overdue by 28 days will automatically be marked as lost in the system. A patron may also inform library staff that an item is “LOST.” The price of the item and any outstanding fees, plus a processing fee of \$10.00 per item, will be assessed to the patron’s card. On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.

## **Repairs**

All items needing repair are to be reported to the library as soon as possible. Do NOT repair at home.

## **PAYING FEES**

Evergreen Indiana library fees may be paid at any Evergreen library. Patrons may pay all or a portion of fees. A patron’s record will remain blocked or barred until the fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) “blocked” if related group or family member cards are “blocked.”

## **RENEWALS**

Renewal requests may be made in person, by phone or via the online catalog "My Account" feature. ***Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.***

## **OVERDUE NOTICES**

***Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment of library materials.***

## **COPY POLICY**

Anyone wishing to make copies should be assisted by the staff.

B & W Copies are .10 each, .15 both sides. Students: Standard size - .05 each, .10 both sides.; Ledger size for all - .20 each,.30 both sides ; Color Copying for all ; cost \$.25 per page, Dble side - .50 ; Ledger - .50 - Double side - .75

## **HOLDS AND INTRA-EVERGREEN INDIANA LENDING**

Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp and staff card profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Reciprocal borrower, student, or teacher profile cardholders may place holds only on the materials owned by the library that issued the library card.

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

A library may place a six-month age protection on new items. Local patrons may place holds on such items. Non-local patrons may place holds on such items, but the materials will not be transited until the six-month age protection expires. Non-local patrons may place a hold on such an item, select the owning library as the pickup location, and proceed to the owning library to check out the item.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are "blocked" or "barred" will not be allowed to place holds until their card privileges are restored.

### **LOSS OF PRIVILEGES**

A patron's access to materials may be limited due to overdue materials or fines and fees.

A patron's card will be blocked, and no circulation services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. A patron's card may be "blocked" if related group or family member cards are "blocked." A patron may also be "barred" if circumstances warrant.

Anyone who refuses to return material, which has been borrowed, from the library after being contacted three consecutive times of their overdue material(s) will lose their library privileges.

Anyone who persistently mistreats and/or destroys library materials will lose their library privileges. Anyone who refuses to pay for lost, destroyed, and/or stolen materials that have been checked out on their library card, either personally or by someone who has been given permission to use their card, will lose their library privileges.

Adopted November 11, 2014 ; Revised 2/11/2025

### **CHILDREN AND ADULT MATERIALS**

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort is made to place materials in the appropriate collection.

However, parents should understand that books and other materials from the adult and the young adult collections are readily available to children.

Many of these materials contain mature language, images, and themes or depict adult situations.

**AS A RESULT, THE LIBRARY MAINTAINS THAT IT IS THE SOLE RESPONSIBILITY OF PARENTS, GUARDIANS, OR CARE GIVERS TO MONITOR WHAT CONTENT AND/OR MATERIALS THEIR CHILDREN ACCESS OR BORROW FROM THE LIBRARY.**

As such, library staff will not prohibit minors from accessing or borrowing such materials.

Adopted 8/14/2012