

**Yorktown Public Library**  
**8920 W. Adaline St. Yorktown, IN 47396**  
**(765) 759-9723**  
**www.yorktownlib.org**

**Temporary Hours of the Library:**

Monday	10:00 a.m. - 6:00 p.m.
Tuesday	10:00 a.m. - 6:00 p.m.
Wednesday	10:00 a.m. - 6:00 p.m.
Thursday	10:00 a.m. - 6:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	Closed

**Library Donations:**

Equipment and materials donated to the library become the property of the library and will not be returned. Donors may request a receipt, however, library staff cannot place a value on donations.

**The Library will be closed on the following holidays:** New Year's Day, Martin Luther King Jr., Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

*Emergency Closings:* Adverse weather conditions, fires, power failures, or other emergencies may require the library to be closed. In the event the library will be closed, it will be announced on the library's social media outlets. The Library will strive to remain open as often as possible.

Any materials due to be returned on a day on which the library is closed will be due on the first day the library is due to reopen.

Upon occasion, the library will be closed to the public for staff members to gain training within the building or at a training opportunity elsewhere. The public will be notified in advance of any such closings.

**Circulation of Materials:**

Patrons are required to bring in their own library card with them each time they wish to borrow materials, or have photo ID in lieu of their card.

Parents or guardians are responsible for reviewing/restricting items checked out by their children.

The library is fine free, however, lost or damaged materials must be paid for or replaced with the exact copy in edition and format (paperback, hardback, DVD, etc.) and be in new or like new condition. Once the library replaces or deletes a lost or damaged item, it is no longer eligible to be replaced by a patron. Library staff will make the final determination on whether to accept or reject a replacement.

<b>Material Type</b>	<b>Loan Period</b>
New adult books	14 days
All other books	28 days
Music, magazines, audio books	28 days
Kindles with preloaded books	28 days
Family Passes: Eiteljorg Museum, Muncie Children's Museum, Indiana State Museum	7 days
New entertainment movies	3 days
All other entertainment movies	7 days
Video games	7 days
TV series	14 days
Non-fiction DVDs	28 days
Roku device	14 days
Hotspots* Adult patrons only	14 days

Adult patrons may check out up to 30 items on his/her card; adult checkouts may include up to 10 movies and 1 video game. Youth (age 5-17) may check out up to 15 items on his/her card; youth checkouts may include up to 5 movies and 1 video game. Items may be renewed for up to 90 days in person, online, by text or by phone as long as there are no holds on the items being renewed.

## Patron Policies

### Library Card Issuance

1. *Residents:* Any resident of the Yorktown Taxing district, with the exception of persons residing in Colonial Crest Apartments, Red Bud Village and Hickory Haven Mobile Home Park, age 5 or older, with a current library card in good standing, has access to materials offered by the library as long as the rules and policies of the library are respected. Residents must show one piece of photo identification. Acceptable forms of photo ID include driver's license, state ID card, passport, military ID, and school ID or employment ID that includes name and photo. If the address information on the photo ID is correct, no further documents are necessary. If the address on the photo ID is incorrect or if there is no physical address listed, secondary ID with proof of current residency in Yorktown is required. Acceptable forms of secondary ID include a recent utility bill, personalized checks, voter registration, or proof of property ownership in Yorktown. Secondary ID must include name and current address. Children ages 5 to 13 must have a parent, guardian, or responsible family member present when applying for a new library card.
2. *Plac cards:* These cards are statewide reciprocal cards. They are available to patrons who wish to use libraries participating in the PLAC program throughout the state. Patrons must purchase this card at the amount set annually by the state. Cards are valid for one year.
3. *Non-resident borrowers:* A non-resident library card may be purchased by those individuals who live outside the library taxing district. Non-resident cards expire 1 year from the date issued. Non-resident card holders have all the borrowing privileges of resident card holders. The price of a non-resident card is based on current operating expenditures per capita in accordance with State Library Laws and is determined on an annual basis and approved by the Library Board of Trustees. After an adult purchases a non-resident card, anyone else living in that household at the same address, that qualifies for a library card and can prove they reside at the same address, may also receive a non-resident library card with the same borrowing privileges and that expires in 1 year from the date issued.
4. *Transient Residents:* Those who do not have a permanent residence or a non-resident card, but wish to use the Library facility may use most of the Library's materials and services within the building. Transient residents will not be granted a library card and should not take library materials out of the building.
5. *Student Cards:* Students currently enrolled in Yorktown Community School Corporation or Heritage Hall Christian School, who reside outside the library district, may be issued a student library card to be used at the Yorktown Public Library. Proof of current enrollment in a school within the library tax district, such as a report card, current student ID, or mail from the school to the student from the current school year, is required. The student card expires in one year.
6. *Teacher Cards:* Educators working at a school corporation or nonpublic school located within the library tax district may get a free library card, even if the educator does not live in the district. Proof of employment with the schools, such as a school picture ID or a paycheck stub along with a picture ID (driver's license) must be presented. Proof of residence outside the library district must also be presented (utility bill, personal check, etc.). The educator card is to be used to check out items for the classroom, not for personal use. An educator may request longer check out periods and to exceed the number of items allowed. An educator card expires in one year.
7. *Reciprocal Borrowing:* The Yorktown Public Library has entered into a Reciprocal Borrowing Agreement with Muncie-Center Twp. Public Library. In order to receive a card for reciprocal borrowing, a patron must present a valid library card with a photo ID and be in good standing with their home library. Library users are expected to follow the rules and regulations of the library whose services they are using. Reciprocal library cards are good for one year and may be renewed.
8. *Interlibrary Loan (ILL) Requests:* The library's affiliation with the Indiana State Library allows for a collaboration of lending in which material can be borrowed from other participating Indiana libraries. Partnering libraries will not honor requests for items less than six months post publication or deemed too popular for lending. Requested materials received from a library that is out of state are delivered via UPS or USPS and will incur a return postage fee.

**Returned Check Policy:** If a check is returned to the library due to insufficient funds, the library will make a phone call to the patron notifying them of the situation and a \$25.00 fee will be added to the patron's account. The patron must make restitution within 24 hours or the close of the next business day with cash, money order or cashier's check. If proper payment is not received within that time period a letter will be mailed to the patron. The patron must make restitution within 10 days of receiving this letter or their information will be turned over to a collection agency.