

# Swayzee Public Library Material Lending Policy 2017

1. If a Swayzee Public Library card holder is in good standing with the library, he/she may have access to the complete collection of materials. A parent or guardian from the household must sign this agreement if the applicant is under 18 years of age.
2. Children under the age of 18 must have a parent or guardian with them to check out videos-they will be checked out to that parent or guardian's card.
3. Loan period: All videos, 3 days only, no renewals. Limit 3 videos  
Books, magazines, and audiobooks may be checked out for two weeks.  
Renewals may be made by telephone or in person.
4. Overdue charges           \$0.10 per day per book, magazine or audiobook  
                                      \$1.00 per day per video  
Note: Any household with fines will forego library privileges until the fine is paid.
5. All materials issues on a library card remain the responsibility of the card holder. A patron will be charged the replacement cost of the material, if the material is damaged or not returned for any reason. (Costs may vary from \$1.00 to \$200.00) Cardholder recognizes INDIANA CODE. IC 35-43-4-3.5 (c) If the borrower willfully or knowingly fails to return the article, or reimburse the lender for the value of the article, within thirty (30) days of receipt of the notice required in subsection (b), he commits a Class C infraction.
6. The patron is responsible for the proper care of the materials he/she checks out from the library. Notify the library immediately (922-7526) if you receive a defective item.
7. The library assumes no liability, which could result from the use of its materials.
8. The MATERIAL LENDING POLICY must be signed at the circulation desk in the presence of a library employee. By signing this agreement, you are acknowledging that you understand and agree to adhere to the above regulations.

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I apply for the right to use the library and will abide by its rules. I will pay fines or damages charged to me and give prompt notice of any changes of address or phone number.

Print Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Children(s) name(s) and DOB(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Occupation \_\_\_\_\_ Work Number \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_