

OVERDUE FINES

Overdue fines for all materials will be calculated at \$.25 per day, per item with a \$10.00 cap per item.

OVERDUE NOTICES

Patrons will receive notification of overdue items through the following methods:

EMAIL

Patrons with current email addresses will receive the following email notices:

- ◆ 3 days prior to due date
- ◆ the day item is due
- ◆ 14 days after item is due
- ◆ 28 days after an item is due

U.S. POSTAL SERVICE

Patrons who do not have an email address or who do not keep their email address current on their library account will receive the following notices through the U.S. Postal Service:

- ◆ 14 days after item is due
- ◆ 28 days after item is due

A final notice, which declares items "LOST" and assesses the replacement cost of the overdue materials and related costs, including any applicable collection costs and a \$10.00 per item processing fee will be sent via U.S. First Class Mail 45 days after the due date.

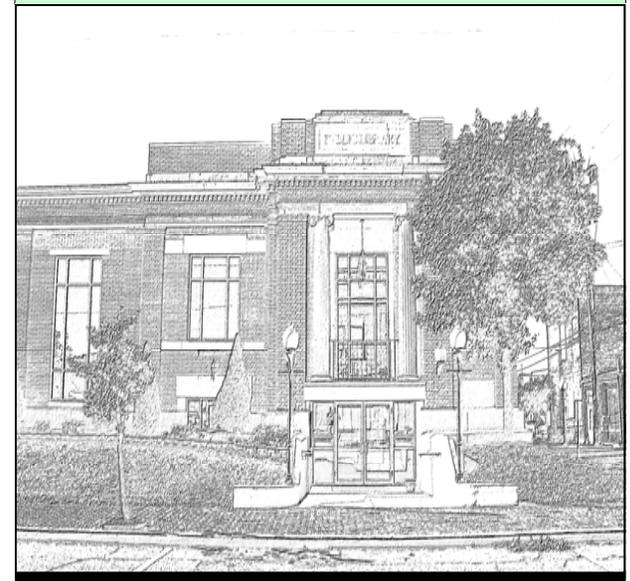
EVERGREEN INDIANA MEMBER LIBRARIES

Adams Public Library System
Alexandria-Monroe Public Library
Andrews-Dallas Township Public Library
Bloomfield-Eastern Greene County Public Library
Brazil Public Library
Brownstown Public Library
Butler Public Library
Carnegie Public Library of Steuben County
Colfax-Perry Township Public Library
Franklin County Public Library District
Fulton County Public Library
Greenwood Public Library
Hagerstown-Jefferson Township Public Library
Hamilton North Public Library
Huntingburg Public Library
Hussey-Mayfield Memorial Public Library
Indiana State Library
Jackson County Public Library
Jennings County Public Library
Kendalville & Limberlost Public Library
Ladoga-Clark Township Public Library
Lebanon Public Library
Loogootee Public Library
Madison-Jefferson County Public Library
Melton Public Library
Milford Public Library
Mitchell Community Public Library
Monticello-Union Township Public Library
Mooresville Public Library
Noble County Public Library
North Webster Community Public Library
Odon Winkelpleck Public Library
Otterbein Public Library
Pike County Public Library
Plainfield-Guilford Township Public Library
Princeton Public Library
Roachdale-Franklin Township Public Library
Shoals Public Library
Switzerland County Public Library
Thorntown Public Library
Union County Public Library
Vermillion County Public Library
Waterloo Grant Township Public Library
Waveland-Brown Township Public Library

MORE LIBRARIES JOINING ALL THE TIME!



**EVERGREEN INDIANA
IS COMING TO THE
ALEXANDRIA-
MONROE
PUBLIC LIBRARY
THIS SUMMER!**



What is Evergreen Indiana?

Evergreen Indiana (EI) is a growing network of public libraries throughout Indiana that use the Evergreen software to allow patrons of member libraries to view the catalogs of other member libraries and to borrow materials from them using their Evergreen Indiana library card.

What are the benefits?

Patrons will enjoy a wide range of benefits as members of Evergreen Indiana

- ◆ Access a much larger collection containing over 1 million items.
- ◆ Place holds on most books at member libraries and have them sent here. *(except for AV materials and items added within the previous 6 months.)*
- ◆ Return items from other member libraries at this location. *(fines and fees are currently paid at the library who owns the overdue items.)*
- ◆ Use all Evergreen member libraries
- ◆ Manage your own library accounts.

Another great benefit of Evergreen Indiana is that it allows member libraries to share resources and reduce costs.

The Indiana State Library has estimated an annual cost savings of between \$10,000,000 and \$15,000,000 for Indiana tax payers once all 238 public libraries in the state participate.

For the Alexandria-Monroe Public Library, we estimate an annual savings of nearly \$20,000.

Will there be any changes at my local library?

Yes. To ensure consistency of service across the network, membership in Evergreen Indiana requires libraries to adopt and abide by the common policies of the consortium. As a result, some policy changes will occur.

These changes take effect Thursday, June 25, 2009.

What are some of the changes?

- ◆ Patrons will receive a new Evergreen Indiana library card at no cost.
 - ◆ Patrons may check out up to 10 DVDs and 10 videos.
 - ◆ Most items may only be renewed once.
 - ◆ Pre-overdue notices will be emailed to patrons with valid email accounts three (3) days prior to the due date.
 - ◆ Overdue fines for all materials will be calculated at \$.25 per day, per item with a \$10.00 cap per item.
- ◆ A \$10.00 per item nonrefundable processing fee will be charged for lost items in addition to item replacement costs and any applicable collection fees.
- ◆ The library will no longer issue refunds for lost items that have been paid for and later returned.
- ◆ Fines may not exceed \$10.00 to check out; the library will no longer accept percentage payments on fines in order to check out.

When does this take effect?

The Alexandria-Monroe Public Library is scheduled to go live with Evergreen on Thursday, June 25. The library will begin operating under Evergreen Indiana circulation policies on that date.

Will the switch to Evergreen affect library service?

Yes, it will affect library service temporarily.

How will the switch to Evergreen affect library service?

It will be necessary to close the library for training purposes on a few occasions. Advance notice of these closures will be posted in the library and on our website.

There will come a time shortly before the switch to Evergreen that we will not be able to add new items to our database. As a result, there may be a delay in the availability of new items and requests.

Also, we will not be able to issue library cards or change existing patron information shortly before the switchover.

We appreciate your patience while we transition over to Evergreen!

