

PATRON/CARD HOLDER POLICIES

CARD HOLDERS

1. Residents of North Manchester may obtain a library card at no charge. To be declared a resident of North Manchester, one must reside within the North Manchester town limits. Proof of address, such as a driver's license, utility bill, tax bill, or current lease, is required.
2. Persons living outside North Manchester or outside contracting adjacent areas, but who own real estate in either North Manchester or contractually served areas, are entitled to library cards at no charge.
3. Residents of adjacent townships which have contracted with the library to provide library service shall be issued a library card at no charge.
4. Nonresidents, or persons residing outside of the library district (town limits), and outside of contracting areas, and who do not own property within the library district, can obtain a library card by paying a fee determined by the Board of Trustees to meet State Library Standards. This fee can be revised, without advertisement, by board action.
5. Library cards expire at the end of one year. Non-Resident card expiration dates may differ according to the card that was purchased. Renewal of a library card is the responsibility of the patron.
6. Library Bill of Rights
 - A. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
 - B. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
 - C. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
 - D. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- E. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- F. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- G. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; January 29th, 2019.

- 7. Participation in the Statewide Library Card program or Public Library Access Card (PLAC) program shall be governed by Indiana Code 4-23-7.1-5.1.
- 8. Manchester University students may obtain a library card at no charge. Cards will expire after one year. Students are required to give both the college address and home address.
- 9. Students of public and private schools wholly or partially within the library district, who live outside of the library district (town limits) and outside of contracting areas, may obtain a student library card at no charge.
- 10. Library employees of North Manchester Public Library and school faculty of public and private schools wholly or partially within the library district, who live outside of the library district (town limits) and outside of contracting areas, may obtain a library card at no charge.

PATRONS WITH DISABILITIES

- 1. The library will make every effort to comply with the American Disabilities Act.
- 2. Patrons with disabilities may request materials in person, online, or by phone. The library staff will make an effort to acquire the materials through its own collection or through the use of interlibrary loan. The patron making the request may then pick up materials at the library, send a designated representative, or participate in the library's Homebound Program.
- 3. For patrons who have impaired vision, or any other disabilities which prevent them from reading materials, the library will put them in touch with the Indiana State Library Talking Book and Braille Library (TBBL). The TBBL provides large print books, Braille books,

and books on tape to Indiana residents who are unable to read regular print, because of a visual or a physical disability.

CONFIDENTIALITY OF RECORDS

1. Circulation records, computer/Internet records and records identifying the names of library users are confidential in nature. (Indiana Code 5-14-3-4)
2. Records such as circulation, computer/Internet, and other records identifying the names of library users shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.