

Yorktown Public Library

8920 West Adaline Street
 Yorktown, Indiana 47396
 Phone: (765) 759-9723 Text: (765) 405-7530
www.yorktownlib.org

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 material donated to the Yorktown Public Library become the property of the library and will not be returned. Donors may request a receipt; however, Yorktown Public Library staff cannot place a monetary value on donations.

The Yorktown Public Library will be closed on the following holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and the Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Emergency Closings:

To ensure the safety of patrons and staff, the library may close or alter hours in the event of severe weather, fires, power outages, or other emergencies. Any changes to library hours will be communicated through the library's social media channels. The Yorktown Public Library strives to remain open whenever conditions allow for safe operation.

Material due on a day the library is closed will be due the next day the library is open for business.

The Yorktown Public Library may close to the public to allow staff to participate in training, either on-site or at another location. The public will receive advance notice of any such closures.

Circulation of Material:

Patrons are encouraged to bring their library card each time they borrow items; a photo ID may be used instead of a card. Parents and guardians are responsible for their children's use of library materials, including selection and checkout. The library is fine-free. Lost or damaged items must be paid for or replaced with an exact copy in the same edition and format (paperback, hardback, DVD, etc.) in new or like-new condition. Once the library has replaced or deleted a lost or damaged item, it is no longer eligible for patron replacement. Library staff will make the final determination on whether a replacement is acceptable.

Material Type	Loan Period
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 borrow up to 30 items at a time, including a maximum of 10 movies and 1 video game. Youth patrons (ages 5–17) may borrow up to 15 items, including a maximum of 5 movies and 1 video game. Items may be renewed for up to 90 days in person, online, by text, or by phone, provided there are no holds on the material.

Library Card Issuance

- 1. Resident Borrower Card:** Any person age 5 or older who resides within the Yorktown Public Library taxing district, excluding residents of Colonial Crest Apartments, Red Bud Village, and Hickory Haven Mobile Home Park, are eligible for a Yorktown Public Library membership. Adult applicants must present one form of photo identification, such as a driver's license, state ID card, passport, military ID, or school/employment ID with name and photo. If the address on the photo ID is current, no additional documentation is required. If the address is incorrect or no physical address is listed, secondary proof of current residence within the taxing district is required. Acceptable secondary proof includes a recent utility bill, personalized checks, voter registration, or proof of property ownership, all of which must display the applicant's name and current address. Children ages 5–13 must have a parent, guardian, or responsible family member present when applying for a new library card. Resident cards are valid for five years and may be renewed.
- 2. Non-Resident Borrower Card:** Individuals who reside outside of the Yorktown Public Library taxing district may purchase a non-resident library card. These cards are valid for one year from the date issued and provide the same borrowing privileges as resident cards. The annual fee is based on the library's current operating expenditures per capita, calculated in accordance with State Library Laws, and approved each year by the Library Board of Trustees. Once an adult purchases a non-resident card, other members of the same household, residing at the same address and meeting library card eligibility requirements, may also receive a non-resident card with the same borrowing privileges and expiration date.
- 3. Student Card:** Students currently enrolled in a school corporation or nonpublic school within the Yorktown Public Library tax district may be issued a student card for use 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. Student cards are valid for one year and may be renewed.
- 4. Educator Card:** Educators employed with a school corporation or nonpublic school within the Yorktown Public Library tax district may be issued an educator card for use at the Yorktown Public Library. Proof of employment with the school, such as a school picture ID or a paycheck stub along with a picture ID (driver's license) must be presented. An educator may request longer check out periods and to exceed the number of items allowed. Educator cards are valid for one year and may be renewed.
- 5. Reciprocal Borrower Card:** The Yorktown Public Library has a Reciprocal Borrowing Agreement with Muncie-Center Township Public Library. To receive a reciprocal borrowing card, a resident patron must present a valid library card, photo ID, and be in good standing with their home library. Patrons are expected to follow the rules and regulations of the library whose services they are using. Reciprocal library cards are valid for one year and may be renewed.
- 6. PLAC Card:** PLAC (Public Library Access Card) cards are statewide cards available for purchase by eligible patrons who wish to borrow materials directly from any public library in Indiana. The fee is set annually by the Indiana State Library. PLAC cards are valid for one year and must be repurchased upon expiration to maintain borrowing privileges.
- 7. Interlibrary Loan Requests:** Interlibrary Loan is a service offered to Yorktown Public Library cardholders that provides access to the resources of many libraries across the United States. Library borrowing policies also apply to Interlibrary Loan material. Due dates are set by the lending library and may differ from standard Yorktown Public Library loan periods.
- 8. Use of Library Resources Without a Library Card:** Individuals who are not eligible for a Yorktown Public Library card are welcome to use all Library resources and services in the building, and to participate in Library programs. Borrowing privileges, including taking material outside of the library, are available only to those with an active Library card.

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.