

❖ **MODELED AFTER** a similar system used by the Georgia State Library, Evergreen Indiana is expected to increase efficiency and cut costs for all participants. The Indiana State Library, which is helping to coordinate the transition, has estimated an annual consortium savings of between \$10 and \$15 million once all 238 public libraries in the state participate. That will translate into a significant savings for property tax payers.

❖ A study is also being conducted by the State Library and the academic institution libraries in Indiana, including Indiana University and Purdue University, to see if their libraries can benefit from this consortium catalog approach. ❖ When Colfax-Perry Township Public Library Board agreed to join Evergreen Indiana, it also agreed to abide by the policies established by the consortium's Governing Board, which is comprised of representatives from each participating library. ❖ Hence, our library customers will notice changes in the way we offer services and in our policies. A list of those changes can be found on these pages. ❖ Over the next few weeks, you will notice that other public library catalogs will begin to magically appear as part of your Evergreen Indiana catalog. Currently, it contains only the holdings of Colfax-Perry Township Public Library.

WHAT WILL THIS MEAN FOR YOU AS A C-PTPL CARDHOLDER? It means you will be able to place holds on select items in the consortium catalog, which will be delivered to your local library via a state-wide delivery service. These items may be returned in the same manner.

❖ Colfax-Perry Township Public Library is the first small Indiana library to join Evergreen Indiana. Our staff played key roles in the effort to bring this opportunity to Indiana residents.

REASONS YOU MAY BE BLOCKED FROM CHECKING OUT ITEMS

- ◆ You have 15 or more items overdue on your Library card. These items may be overdue at any one of the consortium member libraries.
- ◆ You have fines totaling \$10 or more. These fines may be owed to one or more of the consortium member libraries.
- ◆ Your Library card has at least 100 items checked out from the Evergreen Indiana Consortium of Public Libraries.
- ◆ Your Library card has at least 10 DVD's checked out from the Evergreen Indiana Consortium of Public Libraries and you are attempting to checkout more DVD's.
- ◆ Your Library card has at least 10 VHS tapes checked out from the Evergreen Indiana Consortium of Public Libraries and you are attempting to checkout more VHS tapes.



Colfax-Perry Township Public Library

207 S. Clark Street P.O. Box 308 Colfax, in 46035
 Phone: 765-324-2915 Fax: 765-324-2689
 www.colfaxptpl.org



OUR NEW EVERGREEN ON-LINE CATALOG SYSTEM MEANS MORE MATERIALS AT LESS COST FOR TAXPAYERS

❖ Mid-October, 2008 you may notice some changes in the way the on-line catalog looks and functions at Colfax-Perry Township Public Library.

❖ This new software is your portal into a *NEW* Indiana Public Library Consortium that will give you access to materials at participating libraries throughout the state.

❖ As additional libraries join the EVERGREEN INDIANA CONSORTIUM, they will share the same on-line catalog, circulation policies and materials



Colfax-Perry Township Public Library

COLFAX ❖ INDIANA

POLICY CHANGES FOR COLFAX-PERRY TOWNSHIP PUBLIC LIBRARY'S CUSTOMERS

CHECKING OUT & RENEWING ITEMS

Library materials will circulate for 21, 14, or 7 days.

21 DAYS:

- ◆ Juvenile books
- ◆ Teen books
- ◆ Adult books
- ◆ Music CDs
- ◆ Books on Tape
- ◆ Books on CD

14 DAYS:

- ◆ New Adult Books by customer's home library

7 DAYS:

- ◆ DVDs
- ◆ VHS tapes
- ◆ Magazines
- ◆ CD-Rom software

Items that remain in the Library and may not be checked out:

- ◆ Reference Materials

RENEWING LIBRARY MATERIALS

- ◆ All items listed above that circulate may be renewed once.
- ◆ New DVD titles may not be renewed
- ◆ All items that are on hold for another Library customer may not be renewed.

MAXIMUM NUMBER OF ITEMS THAT MAY BE CHECKED OUT AT ONE TIME

- ◆ The maximum number of items that a single cardholder may have checked out is 100 items. This means a cardholder with 80 items checked from their home library, may only checkout an additional 20 items from other libraries in the consortium, for a grand total of 100 items. After items are returned, and have been checked in by the Library staff, then additional items may be checked out, up to the consortium-wide maximum of 100 items.
- ◆ Up to 10 DVDs may be checked out within the 100 item maximum.
- ◆ Up to 10 VHS tapes may be checked out within the 100 item maximum.

BORROWING FROM OUTSIDE OF YOUR HOME LIBRARY

A few limits will affect the types of items you may borrow from other Evergreen Indiana consortium member libraries. The following items will not be available via the state-wide delivery service:

- ◆ All materials that have been added to the library's collection during the previous six months.
- ◆ DVDs may not be placed on hold. You may visit any consortium library and checkout DVDs in person, up to 10 DVD limit.



EVERGREEN LIBRARIES (by end of 2008)

- ◆ Husey-Mayfield Memorial Public Library (Zionsville)
- ◆ Adams Public Library System (Adams County)
 - ◆ Brownstown Public Library
- ◆ Colfax-Perry Township Public Library (Clinton County)
 - ◆ Jackson County Public Library
 - ◆ Jennings County Public Library
 - ◆ Lebanon Public Library
 - ◆ Mooresville Public Library
 - ◆ Plainfield-Gatford Public Library

FINES

- ◆ Colfax Library Overdue Policy charged 5 cents per item, per day. In order to participate in this consortium, it is necessary to comply with new overdue rates.
- ◆ There will be a ONE DAY GRACE PERIOD beyond the date that each item is due.
- ◆ Fines will begin to accrue on the second day beyond the due date at the rate of 25 cents per day, or portion of a day, per item.
- ◆ All overdue circulating materials will be charged at the 25 cents per day, per item rate.

OVERDUE NOTICES

Save Money in Unnecessary Fines by Keeping Your Email Address Current in the Library's Records.

- ◆ Customers with current Email addresses will receive the following Email notices:
 - ◆ Email pre-notice sent 3 days prior to the due date
 - ◆ Email notice sent on the day the item is due
 - ◆ Email notice sent 14 days after an item is due
 - ◆ Email notice sent 28 days after an item is due

Customers Who Do NOT Have an Email Address OR Do Not Keep Their Email Address Current in the Library's Records will only receive the following notices:

- ◆ Overdue notices will NOT be mailed via USPS until item(s) is 14 days overdue.
- ◆ A second mailed notice via USPS will be sent 28 days after item(s) is overdue.