



Circulation

Evergreen-Open Source

Evergreen Indiana is a growing consortium of public, school and institutional libraries located throughout Indiana that use the Evergreen ILS. Patrons of member libraries can use their library card to view the catalogs and borrow materials from the other member libraries. The catalog may be viewed at: <http://evergreen.lib.in.us/>. (Updated 7/16/19)

Loan Periods and Item Check Out

Patrons are expected to return all borrowed materials on time. Patrons are also expected to pay any and all fines when they are incurred.

- **Books and Audiobooks** - 21-day period, with 2 renewals.
- **Magazines** - 7-day period with 1 renewal.
- **DVD's** - 7-day period with 1 renewal. 10 DVDs per household. (Updated 6/18/25)

Late Notices

- Late notices are generated per patron past due following: 14 and 28 days. (Updated 7/16/19)
- Until fees are paid patron and/or household cannot check-out.
- Household may not check out items if more than \$10 is owed by any household member.

Lost or Damaged Material

- Evergreen charges an additional \$10.00 processing fee.
- Physical materials, i.e., books, magazines and DVDs, replacement costs are listed on individual records.
- Patrons cannot check out material until fees are paid. (Updated 7/16/19)