Patron Policy

- Residents and property owners in Boswell and Grant Township pay a library tax allocated to the Boswell-Grant Township Public Library as part of their property taxes and are entitled to a library card at no additional fee.
    - Children of Boswell and Grant Township property owners over the age of 5 may obtain a library card.

    - The minor child must be present during the registration process. Contact addresses should be obtained for both the minor and the sponsoring adult. The minor's home address must qualify for service. The sponsoring adult's address will be used for mailed communications. In the case that the sponsoring adult is a non-resident of the library district, the library shall issue a "Junior Limited Access" profile card to the minor until the minor's address can be verified.

    - Minor children over the age of 14 years without a sponsoring adult are entitled to a local use only card, blue Evergreen Indiana card. They are allowed to check out 1 item at a time. (approved 6/18/25)

- Non-residents may use the library upon payment of an annual fee based on per capita spending, which is no less than the per person expenditure from the previous year. This fee is figured annually based on annual expenses divided by census population.

- Proper Identification must be presented to apply for a library card. Proper Identification is one of the following:
    - a valid Indiana Driver's License which displays a current address.

    - valid Indiana State ID which displays a current address; or

    - a current government issued photo ID (e.g., military ID, passport)

    - valid identification issued by another State (e.g., Driver's License)

    - valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address.

- Recommended List of ID includes:
    - computer generated bank statement issued in applicant's name within the last 30 days.

- Computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence.

- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days.

- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)

- apartment lease signed within the last 30 days.

- property tax receipt issued in applicant's name.
  (Updated 10/17/18)

- Public Library Access Cards (PLAC) can be issued to any state resident who holds a valid library card from their "home" library and can be used at any public library in the state of Indiana. The current annual fee is $65.00. Any public library will issue your PLAC, which expires one year from the date of its issue and can be renewed annually. PLAC cardholders must abide by the Boswell-Grant Township Public Library guidelines to borrow and assume responsibility for the materials they borrow.

- Confidentiality of Library Patrons and Circulation Records
  - Pursuant to the provisions of IC 5-14-3-4 (b)(16), all records relating to library patrons and their use of library materials and services and all records deposited with or acquired by the library, upon condition that the records disclosed only on certain circumstances, are confidential, unless the records are needed:
    - In claims against the library patrons for collection of fines, materials, and other expenses,

    - In litigation where these records are material; or

    - When these records are ordered to be disclosed by a civil, criminal, or administrative court having jurisdiction over the records.

Library staff is not authorized to disclose such records to any third party, except as noted above.

Under Indiana Law, minors receive the same confidentiality as adults. However, since parents and guardians are responsible for their minor's library cards, parents and guardians may have access to their children's records.

Nothing in this policy shall be deemed to require the disclosure of any other written materials, records, or archives other than expressly required by law.

Patron Policy

This policy is in place because of the library's obligation to protect the privacy of every patron, so that each person's preferences and use of the library remain the personal business of each patron.

Behavior in the Library

The Board of Trustees of the Boswell-Grant Township Public Library reserves the right to eject from the library premises and refuse further admission to individuals who violate the rights of the staff or library users or who create disorder on library premises in any of the following situations:

a) Any situation in which the actions of a person present an imminent danger to the life or safety of others on library premises.

b) Any situation in which a person is observed in an attempt to steal library property or that of another library user, or to maliciously destroy library property or that of another library user.

c) Any situation in which a person's behavior is inappropriate to the use of the library building for the purposes for which it is legally constituted.

d) Any situation in which a person willfully and purposefully disturbs the staff or other library users or whose behavior is in any way disruptive to the legitimate use of the library facilities by others.

All behavior situations in need of review by the board shall have a Patron Incident Report completed and will be discussed with a decision made at the next scheduled board meeting.

Inappropriate behavior includes, but not limited to:

- loitering, gambling, voyeurism, alcohol or tobacco use, possession of a controlled substance, rollerblading/skateboarding, threatening behavior, theft, carrying weapons, horseplay, excessive noise, excessive displays of affection, and mistreatment/misuse of library property.

Patrons must be appropriately attired when visiting the library, including shoes and shirts. (Approved 10/18/16)

People who violate these rules will be asked to leave the library premises or, when appropriate, suspended or subject to arrest.

Denial of library service may be declared by the Director for just causes, such as defamation or loss of books or property, failure to pay fines, or disorderly conduct within the library environment.

Patron Policy

Cell phones are accepted in the library as long as they are not a nuisance. (Updated 3/18/25)

Code of Conduct

Respect other patrons and their right to have a positive experience of the library.

Respect library employees whose responsibility is to help you get the most from your library experience and to maintain a safe and comfortable atmosphere for all patrons.

Respect all library facilities, materials, computers, equipment, and resources, and understand and follow rules related to their use.

Failure to follow the behavior guidelines outlined here will result in the following penalties:

- First offense: One verbal warning.
- Second offense: Excluded from library property for the remainder of the day.
- Third offense: Excluded from library property for one week.
- Fourth offense: Excluded from library property for one month.
- Fifth offense: Excluded from library property for one year.
- Additional violations may lead to exclusion from library property for an indefinite period of time.

(Approved 5/17/16, reviewed 7/20/21)

Appeal of Suspension

Any patron who is aggrieved by a library conducting decision may appeal in writing to the Library Director. This appeal will be reviewed by the library board, and a decision will be rendered. Appeals must be made within thirty (30) days of the effective date of the suspension of library privileges or eviction from the building. (Approved 3/18/25)

Children in the Library

The Boswell-Grant Township Public Library welcomes children into its facilities and wants a safe and secure environment for children while they are here. The following are the rules for children who attend the library:

- Any child under the age of 7 must be always accompanied by a responsible person who is at least 14 years of age, including at library sponsored programs.

Patron Policy

- The library cannot be responsible for unattended children. If a parent or guardian of an unattended child under the age of 7 cannot be contacted within half an hour, the staff will contact local authorities. The library is not responsible for the whereabouts of these children once they leave the premises. (Updated 10/16/18.)

Alcohol & Smoking Policy

Alcohol and smoking are not allowed at the library. (Approved 7/17/18)