



## Library Card Policy

### How to get a Bremen Public Library Card

#### Resident Library Card

- All German Township residents are entitled to a free library card.
- A photo ID and proof of residence in German Township are required to obtain the card.
- Applicants under the age of 18 must have a parent or guardian's signature.
- Residents have access to library materials, databases and digital materials.
- Resident library cards expire after five years. Patrons may reactivate their borrowing privileges by producing acceptable forms of identification.

#### Guest Library Card

Guest cards are for those that live outside of the boundaries of German Township. These cards need to be renewed each year. There are several ways to obtain a Guest Card:

- Students of Bremen Public Schools: Any student currently enrolled in Bremen Public Schools is eligible for a free card, regardless of residence. Students must show a current school-issued photo ID or a current report card when applying. A parent or guardian signature is required as responsible party.
- Teachers and staff members of Bremen Public Schools: Teachers and staff are eligible for a free card, regardless of residence. A school-issued photo ID is required when applying.
- Reciprocal Card: Bremen Public Library is part of a statewide reciprocal borrowing network of libraries. This means that if you have a library card from any of the libraries on our [reciprocal borrowing list](#), you are eligible to obtain a card with our library as well, free of charge. Reciprocal cards holders can borrow materials and certain digital products. Interlibrary Loan and Hoopla services are not available to reciprocal card holders.
- Public Library Access Card (PLAC): If your home library is not part of the reciprocal network, you may purchase a Public Library Access Card, which gives you access to every library in the state of Indiana. The PLAC fee is \$70 per year.
- Non-resident Card: For those who reside in an area not serviced by a library, a non-resident fee of \$90 is required to obtain a card.



## Educator Card

The Bremen Public Library Educator Card is for those who teach or tutor in Indiana. This includes employees at public and private schools, parochial schools, licensed day care centers and preschools, tutors, and homeschoolers.

- Identification as an educator is required. This can include school or homeschool ID badge, recent paystub, recent verification on employer letterhead, recent email from principal or other organization official, or using an online directory. If you have a personal card with BPL, it must be in good standing.
- This card is to be used for classroom/educational materials only.
- This card will need to be renewed each year.
- Borrowers are allowed to check out an unlimited amount of items, but cannot take the entirety of a single subject.
- DVD's will have a two week loan period, and all other items will have a six week loan period with one automatic renewal.
- Additional materials cannot be checked out if the patron has a current overdue item.
- Regular library guidelines apply for e-resources and interlibrary loans.

## Overdue Notices

You may choose to receive [overdue notices](#) by telephone, postal mail, or e-mail.

## Your Responsibility

- The card owner is responsible for all materials checked out on the card.
- By signing the card, you are agreeing to comply with Bremen Public Library standards and policies.
- The parent/guardian of any cardholder under the age of 18 is responsible for all transactions on their child's card.
- No overdue fees will be charged, but lost or damaged materials will be charged at the normal replacement rate.
- If your card is lost or stolen, report it immediately to the library at 574-546-2849.

*Approved by the Bremen Public Library Board of Trustees, October 31, 2016.*

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