

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
 Wed: 9 AM - 6 PM
 Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
 Tues: 9:30 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	1 week, with one renewal
Hotspot	1 week, with no renewal
Park Pass	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for one additional loan period except for Hotspots and Park Passes. All circulating materials may be held for patrons except for Hotspots and Park Passes. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with one three – week renewal).

Loan Limits

Blu-ray, VHS/DVDS: 5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, 5 entertainment VHS, 5 nonfiction VHS, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Hotspot	\$5.00 per day per item
	Park Pass	\$1.00 per day per item
	Interlibrary Loan Items	\$.10 per day per item (InShare/SRCS)
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

Overdue materials referred

to collection agency:

\$10.00 per borrower plus overdue fines/fees

Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

Interlibrary Loan Item Not Picked Up

\$1.00

Equipment Loans:

\$2.00 per day; \$10.00 deposit

(exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged

Lost Book

Original retail cost of item plus \$5.00 processing fee

Transparent Language

Original retail cost of item plus \$10.00 processing fee

Lost case- Blu-ray, VHS, DVD, CD, Playaway, or computer software:

\$2.50 per case (this includes processing fee)

Lost case – Audio book/Playaway View: \$6 per case (this includes processing fee)

Lost audiobook/Playaway/Playaway Views: Original retail cost of item plus \$10 processing fee

Lost or damaged pamphlets:

\$1.00 per item plus \$1.00 processing fee

Lost or damaged computer software:

Original retail cost of item plus \$10.00 processing fee

Lost or damaged computer software

user's guide, notebook:

\$5.00 for first item, \$10 for more than 1 item

Lost or damaged magazine:

\$5.00 plus \$3.00 processing fee

Other lost or damaged materials:

Original retail cost of item plus \$5.00 processing fee.

Lost or damaged hanging bag:

\$5.00 per item (this includes processing fee)

Lost or damaged bar code

\$.10

Lost or damaged Playaway Battery Cover: \$1.50 (this includes processing fee)

Lost or damaged Playaway View Charging Cord: \$15 (there is no processing fee)

Lost or damaged Hotspot: \$180 (there is no processing fee)

Lost or damaged Hotspot wall charger: \$6

Lost or damaged Hotspot cable: \$4

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

- \$20.00 all hardback books, Blu-ray, VHS, DVDs, CDs
- \$8.00 all paperbacks
- \$1.00 all vertical file items, newspapers
- \$25.00 computer software
- \$40.00 audiobooks
- \$50.00 Playaways
- \$100.00 Playaway Views

Lost or damaged borrower's card: \$2.00

Photocopy Fees: 10 cents per single side
20 cents double side

Transparencies: 40 cents each

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm/Genealogy Workstations	10 cents per page per side
Personal Devices	10 cents per page per side

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries. The following JCPL items will not be loaned via interlibrary loan: Genealogy, ILL with barcode, eBooks, Express, Reference, New (added in last 12 months), Professional Collection, Milroy Collection, Ready Reference, Vertical File, Textbooks, Playaway, Playaway View, Equipment, and Leap Pad.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

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