

Jasper County Public Library Circulation Policy

Library Cards

To register for a library card, applicants must present proper identification and proof of their current address. Proper identification consists of a valid driver's license, state issued ID, school or military ID, or a passport. If the presented identification does not display the current address, the applicant must present a recent utility bill/receipt/bank statement, or postmarked mail addressed to the patron at the current address. A post office box is not proof of residency.

When library cards expire, patrons are required to present current identification and proof of address to renew their library cards.

Library materials may be borrowed by patrons with a valid Jasper County Public Library card in good standing.

A patron's cards will be blocked from borrowing materials when one of the following conditions is met:

- Account balance exceeds \$5.00
- Borrower has an overdue hotspot
- A single borrowed item becomes 8 weeks overdue
- Borrower 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, and library employees are eligible for free Jasper County Public Library cards which expires 3 years from issue date.

Non-resident students and non-resident teachers in a public or private school within the library district are eligible for a free one-year JCPL SCHOOL card with full borrowing privileges, which expires one year from issue date.

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. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

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 long overdue or damaged.

Transitional Temporary Cards are available for people without permanent housing within the JCPL library district, but who are currently residing within the district. These cards have checkout and hold limits of 3 items concurrently. Wifi hotspots may not be borrowed with Temporary Transitional Cards. Participants of Indiana's Address Confidentiality Program qualify for Transitional Temporary Cards; staff should follow procedure 3.16.6 in the Procedure Manual for these situations.

Library cards do have expiration dates. Non-resident, reciprocal, school, PLAC and out of county cards have a one-year expiration. Transitional Temporary Cards have a three-month expiration. All other cards have a three-year expiration.

Patrons in Collections are not allowed to renew or purchase a card until their account has zero balance.

Loan Periods

Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM/Stay Sharp Kits	1 week
Newspapers	1 week
All other materials:	3 weeks
LCD Projector	by special arrangement

All materials may be renewed for three additional loan periods except for Hotspots. All circulating materials may be held for patrons. 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 three three-week renewals).

The library has the following items to use in-house only: VHS/DVD Converter, DVD player

Loan Limits

Blu-ray/DVDS	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card.
CD's	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots	1 per adult card
Launchpads/STEAM/Stay Sharp Kits	1 per card
All other materials	Unlimited loan

Loan limits with Transitional Temporary Cards include 3 concurrent items.

Fines and Fees

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>	Hotspot	\$5.00 per day per item
<u>Overdue materials referred to collection agency:</u>		\$11.00 per borrower plus replacement/processing fees

Indiana Code requires that final notices regarding long overdue items be sent by certified or registered mail. Costs incurred will be charged to the patron account.

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost audiobook/Playaway/Playaway Views</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged pamphlet:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged magazine:</u>	\$7.00 plus \$3.00 processing fee
<u>Other lost or damaged material:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged Hotspot:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged Launchpad/ Wonderbook/VOX Book/Tonie Box/ STEAM Kit/Stay Sharp Kit</u>	Original cost of item plus \$10.00 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy but will be made available to staff.

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:

\$25.00 hardcover books and Blu-rays/DVDs
\$50.00 audiobooks and Blu-Ray/DVD series
\$15.00 paperbacks and music CDs
\$2.00 vertical files, newspapers

Lost or damaged borrower's card: \$2.00

Photocopy Fees: 5 cents per side (black/white)
20 cents per side (color)

Printing Fees: 5 cents per side (black/white)
20 cents per side (color)
printing from online catalog is free

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

Flash Drives
Earbuds
DVD + R Writeable DVD

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

Other Circulation Services

Curbside Service: This service will be available anytime the library is open for business for materials pick-up. All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service. See Curbside Service Policy.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

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

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.

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.

Library Hours

DeMotte
Monday-Thursday
9:00 am to 7:00 pm
Friday & Saturday
9:00 am to 5:00 pm

Rensselaer
Monday-Thursday
9:00 am to 7:00 pm
Friday & Saturday
9:00 am to 5:00 pm

Wheatfield
Monday, Wednesday
Friday, & Saturday
9:00 am to 5:00 pm
Tuesday & Thursday
9:00 am to 7:00 pm

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