

Jay County Public Library

Circulation Policy

Reviewed August 29, 2022

Adopted September 12, 2022

1. Confidentiality

All information maintained by the library relative to a borrower's name, address and materials borrowed is considered confidential. [See Public Records Policy]

2. Loan Terms

The library follows the standard loan terms and renewal restrictions adopted by the Evergreen Indiana Consortium, which foster the greatest use by the greatest number of people.

3. Types of Card Holders

- a. Resident/Resident Limited Access: An individual who lives in the taxing district as a permanent resident or who can show proof of ownership of real estate in the taxing district.
- b. Reciprocal/Reciprocal Limited Access: A resident borrower of the Pennville Library, with which JCPL has a reciprocal agreement.
- c. Public Library Access Card (PLAC): A non-resident who holds a resident or non-resident card from another Indiana public library and a PLAC.
- d. Student/Student Limited Access: A student who resides outside the library's tax district but attends any school in the county, including post-secondary schools, is afforded local access privileges at no charge while so enrolled. Proof of enrollment is required.
- e. Temporary: Assigned to those who do not reside the full year in the taxing district (such as relocated workers and summer home residents) but otherwise qualify for resident services.
- f. Non-Resident/Non-Resident Limited Access: Any potential borrower who does not fall under one of the above categories. This borrower will be charged the Non-Resident Fee which is determined annually by the Board.
- g. Junior/Junior Limited Access: A minor borrower who is receiving foster care services, or is an unsponsored minor, within the JCPL service area. No fee is required for this card and is limited to three items at a time.
- h. Outreach: Assigned to an Indiana resident who resides in the library taxing district (such as a homebound individual) or an institution (such as a senior facility) in the library district. This profile is fine-exempt. Jay Schools teachers who do not live in the library district may be assigned this profile for use in their classroom.

- i. Transitional: Assigned to an individual without a permanent home in the library taxing district, but who are currently residing here. Applicants must have a community sponsor. This card is for local usage only with a three-item limit at one time. Term of the card is three months. Examples of individuals in this category are temporary workers and residents of homeless shelters or group homes.

4. Other Users

- a. Guest Internet User: No card is required but the user must agree to the Acceptable Use Policy when logging onto a public computer.
- b. Unregistered User: Any person may enter the library and make use of its books, magazines, audio-visual items and microfilm materials in the building without borrowing privileges, subject to the Public Behavior Policy.

5. Registration Requirements

- a. Bookmobile borrowers in elementary school must have the prescribed registration form signed by a parent or legal guardian.
- b. All other borrowers age 17 and under must have the prescribed registration form signed by a parent or legal guardian at the library, with the parent/guardian showing proof of identity and current address. All borrowers age 17 and under shall not have R-rated video privileges unless the child has the signed permission of a parent /guardian. The library staff is authorized to request validation of parental or guardian relationship.
- c. All other borrowers must complete the prescribed application form and provide proof of identity and address according to Evergreen requirements.
- d. In the event of the loss of both Evergreen cards, a replacement set of cards with a new borrower's number will be issued at the Evergreen Indiana prescribed cost. Replacements can be requested only by the cardholder or, in the case of a minor, the parent/guardian.

6. Overdue Materials

With the exception of materials borrowed through the bookmobile, a borrower who retains materials over the stipulated loan term is subject to a fine. Overdue items and unpaid fines may result in loss of borrowing privileges according to Evergreen policy.

7. Long Overdue Items with Fees

Unreturned or lost materials and the fees associated with them will be referred to a collection agency after 45 days. The borrower is charged the applicable collection fee each time the borrower is referred to the agency.

8. Damaged or Lost Materials

- a. Fees may be charged to mend modestly damaged materials so they can again circulate.
- b. A borrower may be charged the purchase price plus the processing fee for materials lost or irreparably damaged while in bookmobile service.
- c. A borrower may be charged the purchase price, processing fee and any outstanding overdue fines for materials lost or irreparably damaged.
- d. A patron who has been notified of such charges may not be permitted to borrow additional materials until the charges are paid according to Evergreen policy.

9. Circumventing Restrictions

Another family member's card may not be used to circumvent using a card that is temporarily invalid due to fines, fees, and/or overdue materials.

10. Quantity Restrictions

The library generally adheres to the quantity restrictions established by the Evergreen Indiana Consortium.

11. Holds

The library adheres to the protocol and restrictions established by the Evergreen Indiana Consortium.

12. Equipment

- a. In-house use of equipment should be documented by reservation books and require no deposit.
- b. Equipment the library circulates requires a valid borrower's card and signature on an equipment loan agreement which spells out the terms of the loan.