Circulation Policy

Library Cards

No library materials (including Overdrive) may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above $5, card not expired). This does not apply to web based materials.

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,areeligible 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. St. Joseph's College students 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 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 and adults, and is NOT waived for 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. If a child’s card incurs $5 or more in fines and/or fees, the Responsible Party’s card will be blocked (if the Responsible Party has their own card. They are not required to have their own card). Block will be removed when all cards associated with the Responsible Party are in good standing.

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 will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost. Balance must return to zero at this time. One one-month grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal. Patrons in collections are not allowed to renew or purchase a card until their account is in good standing.

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: 3 days, with no renewal
* Express Books: 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 except entertainment Blu-ray, entertainment DVDs, entertainment VHS, and Express Books may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD’s and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: 3 entertainment Blu-rays, 3 nonfiction Blu-rays, 3 entertainment DVDs, 3 entertainment VHS, 3 nonfiction VHS, and 3 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: 10 adult cds, 10 YA cds, and 10 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 will never exceed the original cost of the overdue item.

Overdue materials:

* Adult/YA Items: $.10 per day per item
* Juvenile items $.05 per day per item
* Express Books & Blu-ray,VHS and DVDs: $1.00 per day per item
* 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

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

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)

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

Patrons will be blocked from borrowing materials when overdue fines have accumulated to $5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: $2.00

FAX fees:

* Fax of library materials sent by one branch to another at a patron's request:
* First 5 pages free; 15 cents for each additional page
* Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

* Customer-operated copiers 10 cents per single side 20 cents double side
* Staff-operated copiers 20 cents single side 40 cents double side
* Transparencies: 40 cents each

Printing Fees:

* Public Computer Workstations 10 cents per page per side
* Microfilm Workstations 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
* Rewriteable Disks
* Earbuds

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

Other Circulation Services

Hold materials: All circulating materials may be held for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray,VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

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 district.

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.

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.

7/96; revised 11/14