**Jackson-George Regional Library System**

**Circulation and Library Card Policy**

**Full Service Library Cards:**

A Jackson-George Regional Library card lets you check out books, music, DVDs and more from 8 locations in both Jackson and George Counties. You can also remotely access online databases and download eBooks to your computer or tablet through our website. Other electronic materials may be available for check-out as well as funding permits.

You are responsible for any library materials borrowed on your card, whether by you or by someone else. You are also responsible for any materials borrowed by any patrons of whom you are the parent or legal guardian. If you lose a card or if there is a change of name or address, you must notify your library immediately.

The initial library card is given at no cost; lost cards will cost one dollar to replace. If a card is lost or expired, the card can be renewed or replaced after all of the personal information has been updated and checked for accuracy. In addition, there must not be any overdue items or fines greater than $10.00 on yours or any account belonging to a patron of whom you are the parent or legal guardian.

No account information may be shared with anyone other than the owner of the account, with the exception of parents who may have access to information regarding the accounts of their minor children. Spouses may not have access to their partner’s account information. Parents may not have access to information from the account of an adult child.

A family member in possession of another adult family member's library card will be presumed to have permission to borrow materials and pay fines for that family member. No information on titles or numbers of items borrowed, returned, overdue, or on hold for another family member can be shared.

You must be in possession of your own library card to use public computers or borrow library devices.

**Adult Library Card Requirements (18 and older)**

* Valid/Acceptable ID (See Acceptable Identification list below)
* Full name as it appears on ID
* Current mailing address (See Acceptable Proof of Address below)
* Birth date
* Telephone number
* Email address

 **Youth Library Card Requirements (17 and under)**

* Parent or legal guardian must accompany the youth
* Valid/Acceptable ID of parent or legal guardian (See Acceptable Identification list below)
* Full name including middle of youth applicant
* Full name of the parent or legal guardian as it appears on the ID
* Current mailing address of the parent or legal guardian (See Acceptable Proof of Address below)
* Birth date of the youth applicant
* Telephone number of parent or legal guardian
* Email address of parent or legal guardian

**Acceptable Identification** (JGRLS only accepts the following IDs)

* Driver’s License
* State or government issued License or ID
* Passport
* Military ID

**Acceptable Proof of Address**

The ID provided must list your current, valid address or you must provide a current bank statement, power bill, etc. that identifies your mailing address.

**Check Out Items and Limits**

* A valid library card must be presented to borrow any materials. A valid library card is defined by JGRLS as a card for an account with full and accurate patron information, a balance no greater than $10.00 owed and no overdue items outstanding.
* The number of items loaned to a first time borrower is limited to two items, with no further loans until the initial items are returned. A maximum of 75 items may be checked out at any time, see chart below for limitations.
* Materials designed for in-library use will be loaned on a limited time basis and cannot be renewed or placed on hold.
* Any items currently checked out but overdue will cause a patron’s account as well as any accounts belonging to a patron of whom they are the parent or legal guardian to be blocked.
* Library patrons age 16 and younger who are blocked for any reason, other than temporary banning, are able to read-down fines. They can also be allowed to check-out up to two age-appropriate books or books-on-CD, or playaways. All check-out privileges will be suspended if the two library materials are not returned.
* Overdue fines are charged at a rate of 25 cents per item per day to a maximum of $10. Overdue A-List item types incur a fine of 50 cents per item per day to a maximum of $10. Any unpaid overdue fines or other charges greater than $10.00 will cause a patron’s account as well as any accounts belonging to a patron of whom they are the parent or legal guardian to be blocked.
* The Jackson-George Regional Library System does not assume any responsibility for damage to any personal devices used in conjunction with materials borrowed from one of our libraries.
* Library patrons may place up to 30 items on hold.

**Loan Limits, Checkout Periods & Renewals, Overdue Fines**

**\*\*\***There are limitations set on some item types.

The total number of items authorized to be on a patron account is 75.

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|  **Print Materials** |
| **Item Type** | **Loan Limits** | **Checkout Period/Renewals** | **Overdue Fines** |
| A-List Books | 2 items | 1 week/1 renewal | .50 cents per item, per day, $10 max |
| Books | Up to 75 items | 3 weeks/2 renewals | .25 cents per item, per day, $10 max |
| Magazines | Up to 75 items | 3 weeks/2 renewals | Not applicable |

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| **Non-Print Materials** |
| **Item Type** | **Loan Limits** | **Checkout Period/Renewals** | **Overdue Fines** |
| A-List DVDs | 2 items | 4 days/no renewals | .50 cents per item, per day, $10 max |
| Audiobooks | Up to 75 items | 3 weeks/2 renewals | .25 cents per item, per day, $10 max |
| DVDs & Blu-ray | 15 items | 1 week/2 renewals | .25 cents per item, per day, $10 max |
| Music CDs | 15 items | 1 week/2 renewals | .25 cents per item, per day, $10 max |
| Overhead Projector | 1 projector | 3 days/no renewal | .25 cents per day, $10 max |
| Video Games | 2 items | 1 week/2 renewals | .25 cents per item, per day, $10 max |

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|  **Electronic Resources** |
| **Item Type** | **Loan Limits** | **Checkout Period/Renewals** | **Overdue Fines** |
| eAudiobooks | 4 items | 3 weeks/2 renewals | Not applicable |
| eBooks | 4 items | 3 weeks/unlimited | Not applicable |
| eMagazines | Unlimited | Unlimited | Not applicable |

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|  **Other** |
| **Item Type** | **Loan Limits** | **Checkout Period/Renewals** | **Overdue Fines** |
| Interlibrary Loan | 10 items | Determined by lending library | .25 cents per item, per day, $10 max |

**Renewing Items**

Two renewals of your materials are allowed by phone, online, or in person, unless the items are on hold for someone else or are A-List materials. eAudiobooks and eBooks can be re-checked out online if no one is on hold for the item.

**Lost or Damaged Library Materials**

Patrons will be charged for damaged or lost library materials. This charge will include any overdue fines accrued, a $5 service charge plus the amount needed to replace the lost or damaged item.

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| Overdue Fines + Cost of Item + Service Charge = Total Charges |

Charges for an item that has been declared LOST and is returned later in good condition and still in demand may be waived at the discretion of the Branch Manager. Patrons are still responsible for any overdue fines. No refunds will be given on items claimed lost, paid for, and subsequently found.

**Institutional Library Cards**:

* The Institutional Card can be issued to anyone acting as an agent or representative of a qualifying institution. In this case, an “institution” can mean a county, municipality, school, daycare, or other non-profit entity. The person applying for the card, the agency representative, should have both administrative and financial authority to be responsible for the materials checked out on the card, and should present verification of affiliation to said institution, such as a letter on letterhead, nametag, etc.
* Users of the Institutional Library Cards:
	+ may not check out any A-List materials,
	+ may check out up to 2 of the following items per card:
		- DVDs
		- Music
		- Video Games
		- Playaways/Audiobooks
	+ may check out up to 75 items
	+ may have 2 renewals
	+ may have a 3 week check out period for books, books on CD, and playaways/audiobooks
	+ may have a 1 week check out period for DVDs, music, and video games
	+ no fines will be incurred, however fees will be incurred for lost or damaged items
	+ expires every 12 months
* Library card information (items checked out, due dates, renewals) may be accessed through the Library System’s website at [www.jgrls.org](http://www.jgrls.org). Access requires the library card number and PIN. To activate the card, the user must visit the branch’s information desk.
* Items checked out on an Institutional Card should not be then loaned to others during the check-out period. For example, a teacher should not allow students to take books or materials home that the teacher has checked out on the Institutional Card.
* Overdue items will suspend further use of the Institutional library card account until the items are returned.
* First overdue notices will be sent by email or postal mail to the agency representative and final overdue notices will be sent by postal mail to the agency address given. If the items have not been returned after the final overdue notice, a phone call will be made to the agency representative.
* The agency representative is responsible for paying for the replacement cost plus processing fees of any lost/damaged items on the Institutional Library Card. Long overdue/billed items will suspend further use of the Institutional Library account until the charges are paid.

**eServices Library Cards:**

JGRLS eServices cards are cards that allow patrons 6th grade and older access to all of our on-line electronic resources and to the public computers located at our 9 branch locations. eServices library cards may be obtained from any of the eight branches of JGRLS or through participating schools and are valid online and at all branch locations.

To obtain an eServices library card, a patron must fill out a Patron Record Form providing current contact information.

* Patrons under the age of 18 must have a parent or legal guardian sign the eServices card application.
* No account information may be shared with anyone other than the owner of the account, with the exception of parents who may have access to information regarding the accounts of their minor children.
* Patrons should not lend their cards to others. Lost or stolen cards should be reported immediately.
* The initial library card is given at no cost; lost cards will cost one dollar to replace.
* If a card is lost, the cardholder is required to visit a JGRLS branch to obtain a new card.
* If a card is expired, it can be renewed by phone or in person after all of the patron data has been checked for accuracy.
* You must be in possession of your own eServices library card to use the public access computers.

An eServices card can be upgraded to a full-service library card by visiting any JGRLS public library.  You must present your eServices card, a valid ID, and proof of address. A full-service library card has expanded privileges and additional policies apply. If under 18, you must be accompanied by a parent or legal guardian. (See information above regarding Full Services Library Cards, Acceptable Identification and Acceptable Proof of Address)

*APPROVED – LBarnes, AStmant June 2018*