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JDL POLICY V.1: Jackson District Library Card Registration

A valid photo ID and proof of current address are required to register for a library card.

Library cards are non-transferrable. All items borrowed are the responsibility of the individual to whom the card is issued.

Library cards will have an expiration date in order to update account information as needed. Library patrons will be asked to present a valid photo ID to renew their card. A new application is not necessary for renewal except in cases where the original card is no longer in the system.

It is the patron's responsibility to notify the library of change of address or to report a lost/stolen card.

JDL POLICY V.2: JDL Cards

JDL Card

All residents of Jackson County, individuals who work in Jackson County, and individuals who attend a school in Jackson County may apply for a Jackson District Library card. Patrons aged 17 and under may apply for a JDL card with a legal guardian's signature. A JDL card provides full access to all items and services, including automatic renewals. JDL cards will expire every three years.

A non-resident card can be obtained for individuals who do not meet the above criteria, for a fee. Non-residents have full access to all services.

Youth Library Card

Patrons aged 17 and younger who live or attend school in Jackson County may apply for a youth library card without a legal guardian's signature. A youth library card allows a patron to check out up to two items from the collection and to access all electronic resources. Youth cards will expire every three years.

Patrons aged 17 and younger will not be held responsible for lost or damaged items. Long-overdue items will result in loss of borrowing privileges until the items are returned.

Alternative Library Card

Individuals who live, work or attend school in Jackson County and are experiencing temporary living conditions or who are temporarily unable to supply proof of residency may apply for an alternative library card. An alternative library card allows a patron to check out up to two print items from the collection and to access all electronic resources. Alternative cards will expire annually.

Teacher Library Card

Teachers from public schools, private schools, charter schools, licensed preschool/day care centers and home schools within Jackson County may apply for a Teacher Library Card, regardless of residency. Teacher cards provide full access to most items and services. Jackson College does not accept the Teacher card. The teacher must provide their personal contact information on the account.

Books, government documents and periodicals may circulate for five weeks. Normal loan periods are in effect for all other items. Teacher cards will expire annually.

Outreach Library Card

Homebound patrons can receive full access to all Jackson District Library items. The Library will facilitate the registration and manage the delivery of items. Homebound patrons also have access to items through Interlibrary Loan with the exception of Audio/Visual items, such as DVDs, Music CDs, and Audiobooks.

Reciprocal Borrowing Agreements

Jackson District Library may partner with other libraries in Michigan to provide a reciprocal borrowing agreement. Reciprocal patrons will be able to check out all Jackson District Library circulating items and Jackson District Library patrons will be able to check out all circulating library items at the reciprocal library. A reciprocal card provides full access to most items and services (exception: No Interlibrary Loan), including automatic renewals. Reciprocal patrons must provide their home library card in addition to a valid photo ID and proof of current address. The card will expire annually.

Corporate Library Card

Businesses and organizations in Jackson County may apply for a corporate library card. Corporate library cards are issued to the presiding officer or designee, who agrees to accept responsibility for any items checked out on that card. The officer of the organization signs a contract, which is ongoing in term with notification requirements on both parties' parts. All items checked out on corporate library cards are subject to the same circulation procedures as JDL cards, including automatic renewals. Corporate cards are to be renewed annually with a new contract. Only parties named in the contract may use the card.

Prison Corporate Library Card

Prison systems in Jackson County may apply for a Prison Corporate Library card. Prison Corporate library cards are issued to the presiding officer or designee, who agrees to accept responsibility for any items checked out on that card. The officer of the organization signs a contract, which is ongoing in term with notification requirements on both parties' parts. All items checked out on prison corporate library cards are subject to the same circulation procedures as JDL cards, excluding automatic renewals. Prison Corporate cards are to be renewed annually with a new contract. Only parties named in the contract may use the card.

JDL POLICY V.3: Lost or Stolen Library Card

It is the patron's responsibility to notify Jackson District Library promptly of a lost or stolen library card. The patron is responsible for all items charged to a library card that is not reported lost or stolen.

Patrons will be held responsible for fees accrued prior to the date the loss or theft of the library card is reported. Patrons will not be held responsible for fees accrued after the date on which the loss or theft is reported.

JDL POLICY V.4: Lending Period & Renewal

Library items circulate according to a predetermined loan schedule, some items do not circulate. Patrons will receive information regarding their due date at the time of checkout. No patron shall exceed 250 total items checked out.

Most items will be automatically renewed after the original checkout, unless they are on hold for another patron or the patron's account is no longer in good standing. Other limits may apply.

Patrons will receive an email two days before the due date to let them know when the item is due or has been renewed.

Patrons must return loaned items whether or not they have received a notice.

Lending Period

ITEM		LOAN PERIOD
Audio Books	Adult/Juvenile	3 Weeks
Blu-Ray, Hot Picks	Adult/Juvenile	7 Days
Blu-Ray, Non-Fiction	Adult/Juvenile	3 Weeks
Blu-Ray, Weekly	Adult/Juvenile	7 Days
Book, Hardcover	Adult/Juvenile	3 Weeks
Book, Hot Picks	Adult/Juvenile	2 Weeks
Book, Paperback	Adult	3 Weeks
	Juvenile	3 Weeks
DVD, Hot Picks	Adult/Juvenile	7 Days
DVD, Non-Fiction	Adult/Juvenile	3 Weeks
DVD, Weekly	Adult/Juvenile	7 Days
Government Document		3 Weeks
JDL Hotspots	Adult/Juvenile	3 Weeks
Kit, (Leveled Reader, Journeys, etc.)	Adult/Juvenile	3 Weeks
Magazine	Adult	7 Days
	Juvenile	3 Weeks
Music CD	Adult	7 Days
	Juvenile	3 Weeks
Video Game		7 Days

JDL POLICY V.6: Lost & Damaged Items

Replacement fees will be assessed for items that are more than 30 days past due, returned to the library damaged, or in a condition where they are no longer usable as determined by library staff. Replacement items will not be accepted in lieu of payment for lost or damaged items.

JDL POLICY V.7: Loss of Borrowing Privileges

A patron's borrowing and renewal privileges may be suspended for reasonable cause including but not limited to; discovery of wrong or outdated information on a patron record, expiration of library card, library fees, and violations of the Code of Conduct.

Fees and charges for lost or damaged items meeting or exceeding the amount set forth in the Jackson District Library Fees Schedule will result in the patron's library borrowing and renewal privileges being suspended.

JDL POLICY V.8: Collection Agency

Fees and charges for lost or damaged items meeting or exceeding the amount set forth in the Fees Schedule and 30 days past due will result in the patron's account being referred to a collection agency. A referral fee will be assessed at the time an account is sent to a collection agency.

JDL POLICY V.9: Interlibrary Loan

Jackson District Library agrees to participate in interlibrary loan to and from other libraries. A fee may be charged to the patron in specific cases. Certain items may not be available through interlibrary loan.

The Jackson District Library will adhere to all policies as defined by the lending services, such as MelCat and OCLC.

JDL POLICY V.10: Audio & Visual Materials

Patrons borrow and use audio and visual materials at their own risk. Jackson District Library is not responsible for patron audiovisual equipment malfunction or damage.

JDL POLICY V.11 Confidentiality of Library Patron Records

Jackson District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a "library record" is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Jackson District Library will not release nor disclose a "library record" except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the "library record" for the purpose of retrieving overdue materials, collecting fees, and other library business permitted by law. A Jackson District Library employee who receives a request for a library record shall promptly forward that request to the Library Director.

Exceptions are a minor's library record is subject to viewing by the legal guardian(s) on file with the minor's account. The library record of an individual who has granted access via an "authorized

user” is subject to viewing by that “authorized viewer”. Library records that are linked can be viewed by authorized users of these accounts.

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JDL POLICY: Services, Fees, and Thresholds Schedule

SERVICES AND FEES

Copies - Black and White	\$0.10/Sheet
Copies - Color	\$0.25/Sheet
Fax Services - Sending Only	\$1.00/Page
Flash Drives	\$5.00 Each
Interloan Requests	No Charge
Library Card – Out of County	\$75.00/Year \$40.00/6 Months
Meeting Rooms	No Charge
Notary Services	No Charge
Photo Archive Reproduction	\$1.00/Photo
Collection Agency Fee	\$10.00

THRESHOLDS

Borrowing Privileges Suspended	\$10.00
Referral to Collection Agency	\$40.00

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