

CIRCULATION POLICY

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CIRCULATION POLICY

1. GENERAL INFORMATION

1.1 Purpose of the Circulation Policy

The library's circulation policy is intended for use by the library staff, governing officials, and community members. It provides information about the library's policies pertaining to library card, loan interval, book return location, fines and fees policy, lost and damaged materials policy, Interlibrary loan (ILL), and privacy and confidentiality policy.

1.1.1 Background

The Jackson County Memorial Library was organized and sponsored by the Eleanor Brackenridge Literary Club of Edna, Texas. The library had a very small beginning and grew slowly for a few years. By 1939 it had 3,400 volumes and was considered one of the best county libraries in Texas in proportion to the population.

For many years the library was located in the Jackson County Courthouse. The club president appointed a chairman for the library. The chairman was responsible for selecting and ordering the books, along with many other library operations. The county allowed a liberal donation to the club to help defray the expenses of the library. Other club organizations and individuals donated books and money to the library.

The library books were moved to a law office when a new courthouse was being built and the old one torn down. The Eleanor Brackenridge Literary Club paid \$10.00 each month for the support of this office. After the completion of the new courthouse in 1954 the books were moved once again. This time into the new space provided for them in the new courthouse. The county paid two employees to work in the library in this new location.

The Eleanor Brackenridge Club remained sponsors of the Jackson County Memorial Library until 1966 when it was turned over to Jackson County. This ended one of the fine projects of the Eleanor Brackenridge Club.

The library was located in the Jackson County Courthouse until 1985. At this time it was moved into the County Services Building

until 2003. The library was relocated to a temporary building due to a fire in the County Services Building in 2004. The Jackson County Memorial Library returned to the original County Services Building in 2005.

The library has two full-time staff members and two part-time staff members. It houses approximately 30,260 volumes, including books, periodicals, newspapers, videocassettes, DVDs, audiocassettes, and audio CDs and provides access to 4,033 downloadable e-books. The library is fully automated and provides free Internet access to the public.

1.2 Library Mission Statement

The mission of the Jackson County Memorial Library is to maintain and improve the quality of life for all citizens of our community by providing a wide variety of materials, resources, and programs that enhance and contribute to individual knowledge, enlightenment, and enjoyment. We especially recognize our responsibility to serve as a place for children to discover the enjoyment of reading and the value of libraries.

2. POLICIES

2.1 Library Card

The Jackson County Memorial Library issues library cards free to residents of Texas. Out-of-state residents may use materials at the discretion of the Director. A library card can be obtained at the circulation desk in the library. In order to apply for a library card, an individual must present a legitimate picture ID or Texas driver's license. If address is not current on picture ID or Texas driver's license patron must present a printed check showing one's current address, or a billing statement showing name and address. Jackson County Memorial Library issues library cards to individuals aged 16 and older. Library accounts for patrons aged 16 and 17 will be tied to a parent's library account until individual has reached the age of 18. If parent/guardian does not have a library card, individual will need to get a parent/guardian permission form signed. Library card or proper ID must be present when checking out materials. Any lost, damaged, or forgotten library card can be replaced for a fee of \$1.00. Patrons who have a library card may reserve library materials including the downloading of e-books. They may also borrow library materials

through the Interlibrary Loan Service (ILL). Any patron holding a Jackson County Memorial Library card is responsible for everything checked out on his or her card. If the card is stolen, please contact the library.

2.2 Loan Interval

Library Material	Loan Interval	Limit of Items Checked Out	Renewals
Books	Three weeks	Unlimited	One*
Periodicals	One week	Five per card	0
DVDs	One week	Four per card	0
Audio CDs	Three weeks	Unlimited	One
E-Books	Three weeks	Total of	Varies
E Audio Books	Two Weeks	Five Per Card	

*Books that are new (6 months or newer) cannot be renewed

2.3 Book Return Location

The Jackson County Memorial Library provides a book return location. It is located in the front of the library (411 North Wells Street) next to the front door. All materials may be returned in the book return. Library materials are retrieved from the book return each morning.

2.4 Fines and Fees Policy

The fine for overdue books, periodicals, and audio CDs is \$0.10 per day. The fine for overdue DVDs is \$0.25 per day. There is no fine for E-Books or E-Audio Books as they expire from the reader's device when the Loan Interval is up. The patron is liable for the payment of

any lost or damaged library materials. Also, they will be notified if any library materials are returned damaged. With receipt, the patron will be reimbursed the expense of the lost item less the expense of the late fee incurred if the lost materials are returned to the library within thirty days of the date of payment. Overdue notices are a courtesy. Patrons are not exempt from fines should a notice not be received. The Jackson County Memorial Library sends notices to inform patrons of overdue materials. A total of three notices will be sent. If the matter has not been taken care of after three notices, it will be turned over to legal authorities. If the expense of any library material is unavailable a default expense will be substituted as follows:

Library Material	Default Expense Per Item	Maximum Fine Per Item
Books	\$ 25.00	\$ 5.00
Periodicals	\$ 5.00	\$ 5.00
DVDs	\$ 25.00	\$ 5.00
Audio CDs	\$ 40.00	\$ 5.00

2.5 Lost and Damaged Materials Policy

The Jackson County Memorial Library sends notices to inform patrons of overdue materials. A total of three notices will be sent. If the matter has not been taken care of after three notices, it will be turned over to legal authorities. The patron is responsible for the expenses of any lost material or damaged item. The expense of the material lost or damaged is the replacement cost. The library staff will make an itemized receipt after the lost or damaged material is paid for. If the lost material is found and returned within thirty days from the date of payment, the patron will be reimbursed for the recovered library material with receipt. Library items must not be damaged. The library will not be required to accept the lost material or to make a refund to the patron after the thirty days have elapsed from the date of payment. The patron's library privileges will be suspended until the

patron settles any outstanding fines and fees for which he or she is responsible.

2.6 Interlibrary Loan (ILL) Policy

The Jackson County Memorial Library provides the Interlibrary Loan (ILL) service to patrons. Library users participating in the ILL program must have a Jackson County Memorial Library card. A patron may use the ILL when they want a specific book or article that their local library does not own. Materials that can not be borrowed are videos, audios, genealogy, reference materials, and inexpensive paperbacks that are not cataloged. There is a limit of four item requests at a time. The material will be mailed from the lending library to the local library. This usually takes two to three weeks. Patron is responsible for a fee of \$2.75 for each item received.

If you return the material after the due date or lose it, you are responsible for any fines or replacement costs.

The ILL material request form can be obtained at the circulation desk.

2.7 Privacy and Confidentiality Policy

The purpose of the privacy and confidentiality policy is to ensure privacy and confidentiality of borrower information in the Jackson County Memorial Library.

It is the policy of Jackson County Memorial Library to protect the privacy of those who use the library. Staff members and volunteers shall protect information about library patrons, their requests for information and materials, and their borrowing transactions, and shall not transmit such information to individuals or to any private or public agency without an order from a court of competent jurisdiction, or as otherwise required by law.