**Jackson City Library**

**Library Borrowing Rules of Use**

**Board Policy: Date Reviewed: 5/01/2019**

**Date Approved: 6/11/2019**

**Effective Date: 6/11/2019**

**Replacing Policy Effective: 02/26/2018**

BORROWING RULES FOR USE OF LIBRARY

A. General:

### Library equipment and materials are public property. Each user or borrower is responsible for returning equipment and materials in good condition.

B. Registration:

1. Each person over 5 years of age borrowing books from the library must be registered. Any change of address of the borrower is to be reported immediately.
2. Each registered patron must have a patron registration card. If the card is lost, or destroyed, a fee will be charged for replacing the card.
3. All students under the age of 18 must have a parent/guardian signature for a library card. The parent must show either his/her library card (of good standing) or two alternate forms of ID (driver’s license AND piece of mail with current address.)
4. Student Cards are available to students of Jackson City Schools without the need of parent or guardian signatures. A 3 for me card is also available for use of adult patrons who do not have a verifiable home address These can only be used for 3 books at a time and for digital library use.

C. Loan of Materials:

1. Loan of Books and Periodicals: Books and Periodicals are loaned for fourteen days. The loan may be renewed for two additional loans, if no reserve has been placed on it.
2. Loan of DVDs: DVDs are loaned for one week and are non-renewable.
3. Hotspots and tablets: Hotspots and tablets are loaned for 2 weeks and are non-renewable.

D. Charges for Overdue Materials:

The library is fine free on all overdue materials.

E. Charges for Lost or Damaged Materials:

Charges for lost or damaged materials are listed on the Library’s Schedule of Fees.

F. Refunds will not be made on lost library materials or services, except if it is the library’s error.