

## Library Card Policy

### Library Card Issuance

Johnson County Public Library cards provide access and resources that support lifelong learning, discovery and creativity. A JCPL card is required to borrow library materials per Indiana Code 35-12-2-25. Individuals may apply for a card by visiting a JCPL location or applying online. Visit the Library's website for more details regarding the geographic area of the Library district, proof of address/identity for free cards, reciprocal borrowers, and instructions regarding fee-based card access: <https://www.pageafterpage.org/get-a-library-card>.

#### Free Library Cards:

- Residents who reside within JCPL's taxing district.
- Students and staff who attend a school, college/university within JCPL's taxing district (renewed annually).
- Digital access cards (SMART accounts) for students and staff who attend a school or college/university within JCPL's taxing district.
- Any child receiving foster care services in our Library district (renewed annually).
- A JCPL employee living outside the taxing district (expires on the last day of employment).
- A leader or owner of a business/organization, nonprofit or government entity located within JCPL's taxing district can apply for an organizational card.
- Reciprocal cards (renewed annually): JCPL is part of the Statewide Reciprocal Borrowing Covenant, which allows people of certain other library districts access to JCPL's collection. JCPL may restrict access to some items due to cost, availability or contractual agreements.
- "Computer-only" Library cards may be made for anyone needing to use public computers or to reserve a meeting room space.

#### Fee-based Library Cards (see annual Fee Schedule for prices):

- PLAC Card (renewed annually)—Individuals with a "home" library card from any Indiana library district may purchase an annual Public Library Access Card (PLAC) to receive a library card from other Indiana library districts. JCPL (and other libraries) may restrict access to some items due to cost, availability or contractual agreements.
- Non-Resident Card (renewed annually)—Residents in a few areas in Indiana do not pay taxes to a library district, and this card is available to them so they may access some of JCPL's resources. This card is also available to any Indiana resident not wanting a PLAC card. JCPL may restrict access to some items due to cost, availability or contractual agreements.

#### Expired, Lost/Stolen, Replacement or Missing Cards

- Cards that are expired may be renewed by the same process as issuing the card.
- Stolen, lost or missing cards should be reported to the Johnson County Public Library immediately.
- If the card is stolen and items are checked out by someone other than the patron, a police report must be given to the Library.
- Replacement cards are given at no charge.

## **Library Card Use and Collection Borrowing Guidelines**

Patrons can access JCPL's circulating materials at our branch locations. The normal loan period for items is 21 days, with up to four renewals if not requested by another patron. However, loan periods vary by type of material. A cardholder's account can have up to 100 physical items checked out at a time. Digital items do not count toward the 100 items checked out on a card. See <https://www.pageafterpage.org/loan-periods> for specifics on limits, loan periods and renewals by item type.

- Cardholders may borrow materials without their physical Library card if they can verify their identity.
- Patrons who have a library card in their possession are assumed to have authority to use that card.
- Library card accounts with \$15 or less in fees are considered in good standing.
- Borrowing privileges are suspended for cardholders with any items over 21 days overdue or with account fees of \$15 or more.
- If Library materials are not returned within 45 days, the cardholder will be charged for the items.

## **Fines and Fees**

On January 1, 2022, JCPL became a fine-free Library. Patrons are still responsible for returning their items in a timely manner. JCPL staff attempt to collect overdue materials and fees by sending reminder emails and letters and, at times, calling patrons to ask them to pay or return items.

If items checked out on a JCPL account are lost/damaged due to fire, natural disaster or theft, a police or fire department report should be submitted to the Library.

## **Lost and Damaged Items**

Each borrower is responsible for all items checked out to the card registered in their name. Lost and damaged materials are billed to the cardholder's account. JCPL material selectors may accept or reject replacing lost items with identical replacements by cardholders. When paying for lost items, the cardholder should keep their receipt, as items found may be returned and refunded within 90 days of payment. Any materials found after 90 days are not eligible for a refund; the cardholder may keep these items. Refunds will be issued during JCPL's next billing cycle.

## **Cardholder Account Maintenance**

JCPL deletes inactive cardholder accounts with no fees from the Integrated Library System (ILS) software after three years. If necessary, the Library Director may delete inactive accounts before the specified time.

| Document History and Version Control Table |   |                    |             |
|--|---|--------------------|-------------|
| Version                                    | Action  | Approval Authority | Action Date |
| 1.0  | This new policy combines and replaces the following policies and adds new content regarding cards and accounts: <ul style="list-style-type: none"><li>• Collection Borrowing Guidelines</li><li>• Lost and Damaged Items Policy</li></ul> | JCPL Board         | 9-16-2025   |
| 2.0  | Added information on "computer only" cards and amended Cardholder Account Maintenance.  | JCPL Board         | 11-18-2025  |
| 3.0  | Added information in the "Fee-Based Library Cards" section.   | JCPL Board         | 1-20-2026   |