Bartholomew County Public Library
536 Fifth Street Columbus IN 47201 (812) 379-1255
635 Harrison Street Hope IN 47246 (812) 546-5310
Providing resources for life-long learning and enjoyment

Circulation, Overdue, and Hold Policies effective May 18, 2015

What's New?

-DVDs can now be placed on hold
-Increasing the limit on DVD checkouts and adjusting some loan periods
-DVDs will be able to be renewed once as long as no one else is on hold for that item
-Text (in addition to the current email) notices will be sent when holds are available. Email notices will be sent once. Text notices will be sent once a day until the hold is picked up.
-We will no longer be sending paper notices for hold notifications
-Hold times are being adjusted to decrease waiting times for popular items

Description	Limit	Hold Time	Fines	Loan Period	Renewals
All Books, Audio Books, Magazines	50 items total	5 Days	$0.10/Day	21 Days	1, If no holds
Family DVDs (rated G and PG)	10	5 Days	$1.00/Day	7 Days	1, If no holds
Entertainment DVDs (rated PG-13* and R*)	10	5 Days	$1.00/Day	7 Days	1, If no holds
Nonfiction DVDs	10	5 Days	$1.00/Day	14 Days	1, If no holds
TV Series*	5	5 Days	$1.00/Day	14 Days	1, If no holds
Music CDs	10	5 Days	$0.10/Day	14 Days	1, If no holds
Interlibrary Loans	10	5 Days	$1.00/Day	14 Days	1

*Only patrons 13 and Over can checkout PG-13 titles
*Only patrons 18 and over can checkout R-rated titles and TV Series

Overdue Notices

Courtesy Notice	3 Days BEFORE an item is due (sent only via email)
1st Notice	14 days overdue
Bill Notice	28 days overdue
Sent to Unique Management Collections	45 days overdue and $25 or more in fines/fees

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Stop Policy for Overdues and Unreturned Items

Library users who has overdue items or unpaid fines on their records can continue to check out items by following these payment guidelines.

All ages: 1¢ - $4.99 owed	No stop on checkout
All ages: $ 5.00 – $ 14.99 owed	$ 1.00 minimum must be paid to checkout
All ages: $ 15.00 – 24.99 owed	$ 5.00 minimum must be paid to checkout
All ages $ 25.00 or more owed	No checkout allowed

Use of Borrower Cards at Main Library

- An adult or teen is required to show her/his borrower card or a valid ID to check out items.
- A child must show her/his borrower card or be able to state her/his address to check out items.
- An adult using his/her child's card can check out ONLY Children's Services juvenile items.
- A child or teen can use a parent's/guardian's card with stated permission from parent/guardian.
- A held book can be claimed by a family member if they have the requester's card or hold notice
- Care-giver can check out items for a Homebound user on Homebound person's card.