



Academic Policy	
Policy Title:	Library Physical Materials Checkout
Policy Number:	1103
Date Adopted:	1/4/2012
Version:	5.0
Review Cycle:	Biannual
Date Last Reviewed:	4/21/2021
Office Responsible:	Library
Reviewing Committee:	Customer Focus
Related Policies:	Library Fines Policy
Related Laws:	

Policy Summary:

Library Physical Materials Checkout

This policy clarifies who is allowed to check out physical materials from the Jackson College Library and outlines checkout guidelines.

Scope:

This policy applies to all current Jackson College students and employees, along with guest users and community members who reside in Jackson County.

Policy Statement:

Library Account/Library Card: A library account, available to all the groups listed above, is required to hold and check out physical materials from JC's circulating and reserves collections, which include books, anatomy models, laptops, headphones, and other equipment. Library cards are issued in the JC Library by completing a paper registration form or an [online form](#). The required forms of identification include a state-issued driver's license, state-issued identification card, passport, or JC Campus View student I.D.

Item Sources: The Jackson College Library and Jackson District Library (JDL) share an online catalog through a partnership that enables users to check out physical materials at JC's library or any of the 13 JDL branches. As such, materials may be returned to the Jackson College Library or any JDL branch.

Users have access to additional materials through MeLCat, a statewide resource-sharing system, and WorldCat interlibrary loan, which provides access to national materials and resources.

Parameters for Item Checkouts: Library materials have varied loan periods and checkout limits, depending on both the item type and patron type.

Reserve materials: as loan period indicates (2-hour, 3-day, 7-day, etc.), for all patron types.

CDs & DVDs: 120-day loan for faculty & adjuncts; 1-week loan for others.



Adult & Juvenile Books: 120-day loan for faculty & adjuncts; 3-week loan for others.

Leisure Books: 3-week loan for all patron types.

Periodicals: 6-week loan for faculty & adjuncts; 1-week loan for others.

Holds & Checkout Limits: Limits are determined by JC user profiles as follows:

Students are limited to 15 checkouts and 15 holds

Staff are limited to 20 checkouts and 15 holds

Adjuncts are limited to 100 checkouts and 20 holds

Faculty are limited to 250 checkouts and 20 holds

Automatic Renewals: JC library books will be renewed automatically, based on the following four factors:

Holds: If the item has a hold, it will be recalled instead of being automatically renewed.

Item Type: The only JC item types included in auto-renewals will be adult books (XB), juvenile books (XJ), and leisure books (XPB).

User Profile Type: The JC user profiles included are employees (XEM), faculty (XFAC), and adjunct faculty (XSUP). Note: JC students (XST) are excluded from auto-renewals because of the potential for them to move outside of the Jackson area due to transfer, degree completion, etc., making it difficult for us to retrieve unreturned items. Instead, JC students are allowed to renew books a total of ten times, as long as the other three criteria are met.

User Standing: The user must be in good standing, which the library defines as “OK” or “delinquent.” (“Delinquent” means the accrued fines have not met the \$10 threshold to block the patron.)

Materials returned late may be issued fines (see Library Fines Policy) or replacement costs.

References:

Library policies and guidelines: libguides.jccmi.edu/policies



<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
1/4/12	Initial Release	J. Frew
4/9/14	Updates from the Library Director	S. Davis
5/23/18	Review and Edits	J. Adams
05/05/2021	Edits from Library Director	J. Adams
5/5/21	LC Approved	J. Frew