



Academic Policy

Policy Title:	Library Physical Materials Checkout
Policy Number:	AC-1103
Date Adopted:	01/4/2012
Version:	7.0
Review Cycle:	Biannual
Date Last Reviewed:	4/14/2025
Office Responsible:	Library
Reviewing Committee:	Academic Council
Related Policies:	Library Replacement Costs 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 the groups listed above, is required to hold and check out physical materials from JC's collections, including books and other items such as anatomy models, laptops, and Library of Things (LOT) items. Library cards are issued at the JC Library by completing a paper registration form or an [online form](#) and presenting one of the following forms of identification: state-issued driver's license, state-issued I.D., 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. Print and audiovisual 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 and adjuncts; 1-week loan for others.

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

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

Periodicals: 6-week loan for faculty and adjuncts; 1-week loan for students and staff; non-circulating for others.

Library of Things: 1-week loan for all patron types; must sign borrowing agreement once per semester.

Laptops: 1 semester loan for currently enrolled students only (JC credentials needed to sign in); must sign borrowing agreement.

Chromebooks: 4 hour loan for currently enrolled students only (JC credentials needed to sign in); must sign borrowing agreement.

Holds and Checkout Limits:

Limits on simultaneous checkouts and holds 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. In addition to the above, limits on simultaneous checkouts are determined by item type as follows:

- Library of Things items are limited to 5 checkouts for all patron types.
- Laptops and Chromebooks are limited to 1 checkout for currently enrolled students only.

Holds are not permitted for the following item types:

- Fun Books



- Library of Things
- Periodicals
- Laptops and Chromebooks

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. Note: Items excluded from holds are also excluded from automatic renewals.

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

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 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.)

JC materials returned late may be issued replacement costs.

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



Date Of Change	Description of Change	Responsible Party
1/4/2012	Initial Release	J. Frew
4/9/2014	Updates from the Library Director	S. Davis
5/23/18	Review and Edits	J. Adams
05/05/2021	Edits from Library Director	J. Adams
5/5/2021	LC Approved	J. Frew
8/24/2023	Review and Edits	J. Miksell
4/14/2025	Review and Edits	J. Fiero