



Bartholomew County Public Library Circulation and Overdues Policy

Main Library 536 Fifth Street Columbus IN 47201 (812) 379-1255
 Hope Branch Library 635 Harrison Street Hope IN 47246 (812) 546-5310
 Bookmobile (812) 379-1278

Item	Loan Period	Renewals	Daily Fines	Maximum Fines
All Books Art Works Audio Books CD-Roms Magazines Music CDs Pamphlets Records Software	21 days	One	10¢ / day	\$ 5.00
Entertainment DVDs/Videos	7 days	None	\$ 1.00 / day	\$ 5.00
Nonfiction DVDs/Videos	21 days	None	\$1.00/day	\$ 5.00
Classroom Loans for Teachers	42 days	None	10¢ / day	\$ 5.00
Homebound User Loans	21 days	None	None	None
Interlibrary Loans	14 days	None	\$ 1.00 / day	\$ 50.00
Bookmobile Loans	14 days	One	None	None

DVDs and Videos Limits	
Baby - 12 years old	G-rated videos or DVDs Unrated videos or DVDs made for children
13 - 17 years old	G, PG, or PG-13 rated videos or DVDs Unrated videos or DVDs made for children or teens
18 years of age or older	Any video or DVD

Overdue Notices	
1st Notice	14 days overdue
Bill Notice	28 days overdue
Sent to Unique Management Collections	45 days overdue

Bartholomew County Public Library
 Circulation and Overdues Policy
 Page 2

Stop Policy for Overdues and Unreturned Items	
All ages: 1¢ - \$1.99 owed	No stop on checkout
Teen or Adult: \$ 2.00 - \$ 19.99 owed	\$ 1.00 minimum must be paid to checkout
Child: \$ 2.00 - \$ 4.99 owed	25¢ minimum must be paid to checkout
Child: \$ 5.00 - \$ 19.99 owed	\$ 1.00 minimum must be paid to checkout
All ages: \$ 20.00 - 29.99 owed	\$ 5.00 minimum must be paid to checkout
All ages \$ 30 or more owed	No checkout allowed

Use of Borrower Cards

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 requested book can be claimed by a family member. Item will be checked out to requester.
 Care-giver can check out items for a Homebound user on Homebound person's card.

Hope Branch Library

An adult or teen may be required to show her/his borrower card or a valid ID to check out items.
 A child may be asked to state her/his address to check out items without showing a library card.
 An adult using his/her child's card can check out ONLY juvenile items meant for children's use.
 A child or teen can use a parent's/guardian's card with stated permission from parent/guardian.
 A requested book can be claimed by a family member. Item will be checked out to requester.
 Care-giver can check out items for a Homebound user on Homebound person's card.

Bookmobile

Borrower may be required to show her/his borrower card or a valid ID to check out items.
 An adult using his/her child's card can check out ONLY juvenile items meant for children's use.
 A child or teen can use a parent's/guardian's card with stated permission from parent/guardian.