



Circulation Policy

The Harrison County Public Library provides resources to enrich and strengthen the community. This circulation policy is intended to inspire responsible lifelong library use by reminding individuals to keep their accounts in good standing so they may continue to borrow these community resources. All services and materials of HCPL are available to residents of the library district in a fair and equitable manner without regard to race, color, religion, national origin, sex, age, physical or mental ability. Abuse of circulation policies may result in the suspension of library privileges.

Individuals with a Harrison County Public Library card in good standing may check out 35 items per card. All library materials count towards the total of 35 items. (Ex.: DVD + BOOK + AUDIOBOOK + SRCS + OTHER = 35) See the [Library Card Policy](#) for requirements to obtain a library card. Refer to the [Interlibrary Loan Policy](#) for details on borrowing materials from other libraries.

Library Card Use

- Use of the library card implies acceptance of and adherence to all regulations of the Harrison County Public Library.
- The library assumes no liability for any damage caused by the use or misuse of any library materials.
- Patrons are financially responsible for all materials checked out on their library card.
- Patrons must inform the library of any change in contact information.
- Only the person named on the account may use the library card.
- Overdue items will block the ability to check out, renew and place holds on materials until the overdue item is returned.

Check Out Limits, Loan Periods, Renewals and Returns

- BOOKS, MAGAZINES, OTHER PRINT MATERIAL, EDUCATIONAL MEDIA (Great Courses, Learning Palettes, Hooked on Phonics, other)
 - 35 items per card
 - 21 day loan period
 - up to 2 renewals, as long as there are *no holds* on the item
 - Return items to any branch circulation desk or BOOK drop
(Exception: Return children's educational media to the Corydon Branch youth services desk or the circulation desk at all other locations)

- DVDS
 - 10 DVD checkout limit per ADULT card
 - 7 day loan period
 - 1 renewal, as long as there are *no holds* on the item
 - Return items to any circulation desk or MEDIA drop

- HOTSPOTS
 - 1 hotspot checkout limit per household on an ADULT card
 - 14 day loan period
 - NO renewals; hotspot service will be turned off if overdue
 - NO hold will be placed for a hotspot within a household if a hotspot is currently checked out to a member of the household
 - Return hotspots to any circulation desk. (Exception: Hotspots may be returned to an in-building MEDIA drop at the Corydon and Elizabeth branches only)

- LUCKY DAY BOOK COLLECTION (Lanesville branch)
 - 21 day loan period
 - Limit of 3
 - NO holds
 - NO renewals
 - Items are available only at the Lanesville branch

- Return to any branch circulation desk or BOOK drop
- LIBRARY OF THINGS
 - CAKE PANS and PUZZLES
 - 7 day loan period
 - 1 renewal, as long as there are *no holds* on the item
 - Return to any branch circulation desk, NO BOOK drops
 - LIBRARY OF TOYS
 - LOVEVERY
 - 1 LovEvery item checkout limit *per household* on an ADULT card
 - 7 day loan period
 - 1 renewal, as long as there are *no holds* on the item
 - NO HOLD will be placed for a LovEvery item within a household if another LovEvery item is currently checked out to a member of the household
 - Return to the Corydon branch youth services desk or the circulation desk at all other locations
 - STEM KITS, LEARNING KITS, GAMES, CODING CRITTERS, YOUNG ATHLETE PACKS
 - 7 day loan period
 - 1 renewal, as long as there are *no holds* on the item
 - Return to the Corydon branch youth services desk or the circulation desk at all other locations
 - ADVENTURE PACKS (backpack with binoculars, field guide and more)
 - 1 Adventure Pack checkout limit *per household* on an ADULT card
 - 7 day loan period
 - NO renewals
 - Available only at the Corydon branch
 - Return only to the Corydon branch youth services desk

GENERAL

- Movies will be checked out only to patrons age 18 and over.
- The library will not renew any materials that are on hold for another patron.
- Patrons must pay for lost or damaged items and any fees before their privileges will be reinstated.
- During the library's Summer Reading Challenge, children's book checkouts may be limited.
- Failure to follow guidelines may result in loss of privileges.