



CIRCULATION POLICIES AND SERVICES



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Need a Library Card?

It's easy and free.

ANNOUNCEMENT!

*Due to the upcoming renovation of the
Bartram Trail Branch,
residents of St. Johns County who do not already have a Jacksonville Public Library non-resident
card may apply for a free non-resident card from April 1 - June 9, 2006.*

*These cards will expire
June 30, 2006.*

ANNOUNCEMENT!

You are eligible for a free Jacksonville Public Library card if you are:

- A resident or property-owner in Duval County,
- A Duval County public school teacher,
- An employee of the City of Jacksonville,
- Currently attending a college located in Jacksonville, or
- Military personnel or family members of military personnel who reside in the state of Florida (must have valid military ID).

If you wish to borrow materials, but do not meet the above criteria, there is a \$40 annual non-resident fee.

Cards may be obtained at all locations upon verification of a current address. Additional verification is required for property ownership, Duval County School Board employment, City of Jacksonville employment, or student status.

A juvenile card will be issued to an individual under 18 years old with a parent's or guardian's identification and signature.

The charge for a replacement card is \$2.00. The Library must be notified immediately if your card is

lost or stolen.

Jacksonville Public Library cards are valid for one year from the issue date. To renew a library card, customers may visit any location of the library. Online renewal is not possible, as valid identification with current address must be brought to the library when renewing the card. There is no charge for renewal of a library card.

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Card Application

The library card application can now be viewed online in two forms.

You may fill out the [application](#) online. Then, print out the completed form and bring it (along with a valid form of ID) to your nearest [library location](#) to obtain a library card. (*en Español, [aquí.](#)*)

A [printer-friendly*](#) version of the application is also available. Print the form, complete it in ink and bring it (along with a valid form of ID) to your nearest [library location](#) to obtain a library card. (*en Español, [aquí.](#)**)

All library card applicants must provide ID which includes your current street address. Examples of acceptable ID are driver's license, vehicle registration, or utilities bill.

Nonresidents of Duval County may be eligible for a free JPL library card if they can also provide one of the following:

- For property owners, a document showing proof of ownership of property in Duval County.
- For employees of the city of Jacksonville, their employee photo ID card.
- For teachers, their Duval County School Board Employee photo ID.
- For college students, proof of current registration from a Duval County institution.
- For military personnel or family members of military personnel who reside in the state of Florida, their valid military ID.

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Borrowing Materials

The Library has a collection of over two million items for children, teens, and adults. Newspapers, business directories and reference materials are available for use in the library only. Selected magazines and encyclopedias may be borrowed.

Borrowing Limits and Loan Periods			
Item Type	Maximum Limit*	Loan Period	Renewal
Express 7 Books	50*	7 days	None
Express 21 Books	50*	21 days	None

For additional information or questions about renewals, please contact the library [location](#) nearest you.

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Returns

Help protect your community's valuable library resources and allow others to use them by returning them promptly! We will send you an overdue notice reminding you what materials have not been returned on time.

Replacement charges will be assessed for unreturned, lost or damaged materials. A small processing fee is included in the replacement cost. A bill will be sent for unreturned overdue items and legal proceedings may be instituted if materials are not returned.

Type of Material	Overdue Fine Rate		Maximum Charge Per Item
	Items Checked Out on Adult cards	Items Checked Out on Juvenile cards	
Traveling Tales	\$1.00 per day	\$1.00 per day	\$20.00
DVD	\$1.00 per day	\$1.00 per day	\$20.00
All Other Formats*	\$.20 per day	\$.10 per day	\$4.00

* - Includes books, videocassettes and audiobooks.

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Pick up at one branch, drop off at another...

Books or materials borrowed from one branch may be returned to any library [location](#) in Duval county. We send materials back to their home branches.

Books, compact discs, audio books, videos and DVDs can also be delivered to your closest branch at your request. You can call or ask a staff member to place a "hold" on materials and the item will be sent to the branch closest to you. You can also request a title via our [website](#).

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Self-Service in the Checkout Lines!

Jacksonville Public Library is proud to offer self-service checkout to our customers. These machines are available for use at many locations, including [Argyle](#), [Highlands](#), [Pablo Creek](#), [Regency Square](#), [San Marco](#), [South Mandarin](#), [University Park](#), [Webb Wesconnett](#), and [West Regional](#). They are quick and easy to use and library staff are available to help and offer any assistance needed.

Please be aware that some locations in the systems have different models of machines. Some may have the desktop version of the self-check machine, while others may have the V-series model. The basic steps and requirements, however, remain the same:

- Have your library card with you. You will need the card if you wish to use this service.
- Scan your library card by placing it in the indicated location or passing it under the scanner.
- Place items so that the barcode can be read by the checkout scanner, one at a time.
- On some Desktop models, there may be a separate slot to insert a videocassette. Please note that those desktop models that do not have a separate slot for VHS tapes are not designed to check out this item type. Checking out videocassettes on these machines may accidentally corrupt or wipe the video tape.
- For the V-series self-check machines, a 'tunnel' will be located near the machine. These are for use with DVDs or VHS tapes.
- With all models of self-check, please follow the guidelines located at the self-check station.

If you run into difficulties, a staff member will be able to assist you, but please be aware that the following conditions will prevent utilization of this service:

- If you do not have your card with you,
- If you have fines/fees over \$10, or
- If your library privilege has expired.

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We don't have it? We'll look for it...

Our InterLibrary Loan Service (ILL) Department will help you find the materials the Library does not own. We will try our best to borrow the item from another library system. If you are in the library, Interlibrary Loan request forms are available online on the library's public computers or you may ask a staff member for assistance. You may also call Interlibrary Loan at (904) 630-2986.

Click [here](#) for more information about our InterLibrary Loan Service.