

USING YOUR LIBRARY CARD

- Please present your library card each time you check out materials or use the public computers.
- Replacement cards are available for \$1.
- A patron owing \$5 or more in fines cannot check out materials.



ACCESSING MY ACCOUNT

- You can access your library account at jefflibrary.org.
- You will need your 14 digit barcode number on your library card and your password/PIN code.
- Your default password/PIN code is the last four digits of the primary phone number associated with your library account.
- Once you have logged in for the first time, you can register a unique username and password under the "My Record" section.

By logging into your account online you can:

- See items currently checked out
- Place a request for an item
- Renew materials
- Check fines and fees
- Check your reading history
- Update information

HOLDS

- Holds can be placed on all materials except some movies and video games.
- Patrons will be notified by email, text message, or phone when the material becomes available.
- Patrons have 5 business days to pick up holds.
- Limit of 15 holds on one account at any given time.
- Patrons should notify staff if they no longer need a requested item.

LOAN PERIODS & FINES

Material Type	Loan Period	Fine (per day)
Books and Audiobooks (Two Renewals)	21 days	25¢
Music CDs (Two Renewals)	21 days	25¢
Magazines (Two Renewals)	21 days	25¢
Video Games (No Renewals)	21 days	\$ 1.00
Interlibrary Loans (No Renewals)	14 days	25¢
Movies (DVDs, Blu-Ray, and VHS) (Nonfiction movies can be renewed two times)	7 Days	\$1.00
Kits (Home, Classroom, and Book Clubs) (Two Renewals)	35 Days	\$3.00
eBooks and eAudio (No Renewals)	7, 14, or 21 Days	No Fine

ITEM LIMITS

A maximum of **50 items** per library card.

Books	50
Magazines	20
Music CDs	10
Audiobooks	5
Movies	5
Interlibrary Loans	3
eBooks/eAudiobooks	3
Video Games	3

RENEWALS

- Renewable materials may be renewed **two (2)** times, unless they are on hold for another patron.
- The new due date is calculated from the day the item is renewed.
- Items can be renewed at the library, over the phone, or online at jefflibrary.org.



jefflibrary.org



Main Library

211 East Court Avenue
Jeffersonville, IN 47130
(812) 285-5630

Clarksville Branch

1312 Eastern Boulevard
Clarksville, IN 47129
(812) 285-5640

Hours

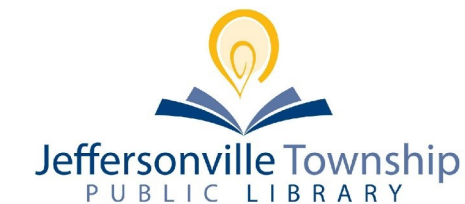
Mon. - Thur. 9:00 a.m. to 8:00 p.m.
Friday 9:00 a.m. to 5:30 p.m.
Saturday 9:00 a.m. to 5:00 p.m.

Jeffersonville Phone Directory
(812) 285-5630

Library Hours	Option 1
Directory of Personnel	Option 3
Circulation Dept.	Option 4
Reference Dept.	Option 5
Media Dept.	Option 6
Youth Services	Option 7
Technical Services	Option 8
Business Office	Option 9

Clarksville Phone Directory
(812) 285-5640

Library Hours	Option 1
Speak with a Staff Member	Option 2



LIBRARY SERVICES

- Print Collections: Fiction, Mystery, Science Fiction, Short Stories, Westerns, Non-fiction, Large Print, Graphic Novels, Manga, and Paperback Books
- Audio Visual Collections: Audiobooks, Playaways, Music CDs, DVDs, and Blu-Rays
- Periodicals: Magazines and Newspapers (local and national)
- Reference services provided in person, by phone, or by email
- Indiana Room (Genealogy and Local History Collection)
- Computer classes and one-on-one sessions
- Book Clubs
- Free programs on varying topics for a wide range of age groups
- Interlibrary loans
- Displays and Exhibits
- Test proctoring

ONLINE RESOURCES

- OverDrive (eBooks and eAudio)
- Freegal (streaming music and downloadable MP3s)
- Zinio (eMagazines)
- Ancestry Library Edition (only available within the library)
- HeritageQuest Online
- INSPIRE with select Gale resources
- Morningstar
- NoveList K-8 Plus (reader's advisory for youth)
- NoveList Plus (reader's advisory)
- Reference USA
- Gale Virtual Reference Library
- World Book Web (online encyclopedia)



YOUTH SERVICES

- Wide variety of programming:
 - Storytimes varying by age groups
 - Family and Teen movie nights
 - Seasonal craft events
 - Game Days
 - Lego League
 - Teen Anime Club
 - Teen Writers' Club
 - Monthly Dungeons & Dragons club for teens
 - Teens Create Club
- Computers with internet access for children and teens
- Early literacy reading and reference stations (AWE)
- A Story Before Bed (interactive reading)
- Group visits or class tours
- Teen Space
- Music Listening Stations



GENERAL SERVICES

- Free Wi-Fi (wireless internet)
- Copiers and document scanners
- Fax machines
- Outdoor book and audio visual returns
- Ongoing Friends of the Library book sales
- Online sign up for programs and meeting rooms
- NextReads (reader's advisory)
- Monthly eNewsletters
- ADA compliant workstation (Main location only)
- Notary services when available
 - \$2 cash per seal with a valid photo ID

MEETING ROOMS

- Non-profit organizations and associations may reserve a meeting room at the library.
- Meeting room space for small to medium sized groups is provided at both library locations. Reservations may be made online by an adult with a valid JTPL card. This person assumes responsibility for the conduct of the group and the library's property.
- The Jeffersonville location has three meeting rooms.
 - A conference room that will seat up to nine persons at a round table.
 - A south meeting room that seats 27 comfortably at tables in a classroom arrangement.
 - A north meeting room that seats up to 66 at tables in a lecture or auditorium arrangement.
- The Clarksville location has a general purpose room that will seat up to 60 persons in an auditorium arrangement or 36 persons seated at tables.
- To make a reservation, visit jefflibrary.org. Patrons are encouraged to place their reservations up to three months in advance.
The Library reserves the right to cancel reservations.

INDIANA ROOM

- Genealogy databases: Ancestry Library Edition (only available within the library) and HeritageQuest Online
- Archival Materials: maps, vertical files, historic photographs, and library history.
- Local History: county histories, city directories, early court records, 1937 flood history and photos, nearby Indiana counties, and periodicals.
- Newspapers: *The Evening News/News & Tribune* (1872 - present), *The National Democrat* (1872 - 1916), *The Jeffersonville Star* (1914 - 1921), and *The Courier-Journal* (1971 - 1998; not inclusive).
- Family History: birth, marriage, and death records indexed through 1920, cemetery records, obituary indexes, wills and probate, family histories, family files, deed indexes, Census indexes, and yearbooks.

Contact the Genealogy and Local History Librarian at (812) 285-5641 or indianaroom@jefflibrary.org.

COMPUTER ACCESS

- To access the computers, log in using the barcode number on your library or computer card.
- If you do not have a library card or photo ID, you may obtain a one day, one hour guest pass.
- Access to computers is on a *first come, first served* basis.
- Computer usage is limited to one (1) hour per day if other patrons are waiting, with a maximum of two (2) hours per day.
- The Jeffersonville location has two adult computer labs on the first floor and one youth computer lab for patrons 17 or younger on the second floor.
- The Clarksville location has one adult computer lab and one youth computer lab.
- All computer workstations have internet access, Microsoft Office, and Winway resume software.
- Computers can print in either black & white or color. Black & white prints are 10¢ per page and color prints are 25¢ per page.
- Users may only download onto their own storage media or disk. Flash drives and CDs are available for purchase from the Library. The Library is not responsible for lost material or damage to personal items by downloading from library equipment.
- Only two people may sit at a computer workstation at one time.
- Inappropriate or disruptive behavior (loud talking, cell phone use, etc.) may result in the loss of computer privileges.
- Inappropriate usage of the equipment or software is not permitted and may result in the loss of computer privileges.
- Computer labs close 15 minutes before the library closes.

To view our full computer and internet policy, please visit our website at jefflibrary.org.

