



# BOARD POLICIES

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## **Material Loan**

Category: Operational

Approved:

Revised: April 29, 2009

### **Library Card:**

A library card permits an individual to borrow circulating library material and access online databases. Any resident of the state of Ohio may register for a library card upon presentation of acceptable identification. When a card is issued, a customer receives a personal identification number (PIN), which allows the person to access online his or her circulation record and to renew items. Library cards must be renewed every two years. A borrower is responsible to return in good condition all items checked out on his or her card.

**Juvenile Card:** Individuals under eighteen (18) years old are required to have a parent or legal guardian sign the application form in person. To check out videos and DVDs, a parent or legal guardian must give permission on the application form.

**Teacher Loan Card:** To assist teachers in gathering material for their classrooms, teacher loan cards are available.

If an individual cannot provide acceptable identification at the time of applying for a card, he or she may borrow up to three items, excluding Quickflicks, for one time only. These items must be returned or paid for in the case of lost items before a registration may be completed. In addition, renewals are not permitted on an incomplete application.

### **Loan Periods:**

*21 days for all items except:*

7 days for Rapid Reads and Magazines-to-Go.

3 days for in-demand videos and DVDs.

2 days for Quickflicks.

***Item Limits:***

Borrowers are limited to 75 items on their account with the following exceptions:

25 each of DVDs, Playaways, and Blu-Ray.

2 Quickflicks.

***Renewals:***

Renewals can be made in person or from home via phone or computer (see Circulation desk with valid I.D. for PIN.)

**Ten overdue items suspends privileges to renew items and place holds.**

**Overdue Fines:**

\$1.00 per day 3-day DVDs, and Quickflicks.

10 cents per day all other materials.

Borrowers are responsible for the replacement cost of lost or damaged items, including parts.

Charges of \$10.00 or more on a borrower's card suspends borrower's privileges.

Unresolved accounts will be referred to a collection agency.

**Express Check:**

Self check-out is also available for privacy and convenience.