

Geauga County Public Library
Operating Policy Manual

SECTION: ELIGIBILITY, REGISTRATION AND USE OF LIBRARY
CARD
NUMBER: 711
EFFECTIVE DATE: DECEMBER 17, 2019

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A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

A patron must present a library card or identification in order to check out materials.

Library staff will provide services to a minor for their account, provided that the minor patron can verify his or her name, address, and birth date.

Persons residing, owning property, working, or attending school in Ohio are eligible, with proper identification, to register for a Geauga County Public Library card.

Adult patrons age 18 and over must present valid identification with the current, correct, mailing address if the identification does not have the current correct mailing address, the patron may present a utility bill, bank mailing, or another piece business mail as proof of address postmarked within the last 30 days.

A patron under age 18 may register for a library card, but must have the signature of his or her parent or guardian on the registration form, and the parent or guardian must present the required identification as outlined above; the signature will satisfy the requirement for identification for the patron under age 18.

Youth aged 17 and under may apply for one 3 for Me card with borrowing privileges restricted to three print and audio items only. The 3 for Me card can be used as a primary library card or as a secondary library card. Youth may apply for this card without the signature of a parent or guardian.

Temporary residents must provide both permanent and temporary or school addresses. Out-of-state students attending an institution of higher learning in Ohio must provide their permanent and their college addresses, as well as a student identification.

A patron should report a lost or stolen library card to the library as soon as possible. The owner of a lost or stolen library card is responsible for all material

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checked out on that card up to the time that he or she reported to the library that it was lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library. A replacement card or badly damaged card will be replaced upon request.

When an item is 14 days overdue, a notice is mailed or e-mailed to the patron.

An item 42 days overdue is considered lost and a bill is mailed or emailed to the patron.

A patron account will be blocked if it reaches \$15 total charges. The account will be sent to collections when it reaches \$25 and a \$10, non-refundable, referral fee will be added to the account.

The collection agency will contact the patron by phone or letter in hopes of resolving the problem. If the library is notified that a bankruptcy has been filed, collection activity is suspended on the patron's account and on the accounts of any minor children (to the extent that the charges existed prior to the date of the bankruptcy filing) until the library is notified of the outcome. A Geauga County Public Library bankruptcy results in a discharge of debts, all fines, fees, and collection agency charges on the account are waived.

Patrons may place holds on most materials found in the library catalog. The library belongs to a consortium and thereby shares a catalog and materials with more than 30 libraries. There is no charge for borrowing materials from other member libraries, and patrons may initiate their own requests through the consortium library catalog, the website, or ask for staff to request materials. A patron may have up to 100 outstanding holds on his or her record at one time.

Materials may also be requested from libraries outside of Clevnet. For these requests, the library may ask the patron to share in the cost of borrowing the material.

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