

Geauga County Public Library  
Operating Policy Manual

SECTION: LOAN PERIODS, RENEWALS, AND FEES  
NUMBER: 731  
EFFECTIVE DATE: SEP 21, 2021

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GCPL Library materials are loaned to registered borrowers for twenty-one (21) days with the exception of DVD/Blu-ray, Telescope, Hotspot and book discussion kits. Special items, such as reference materials or high demand items may not circulate except with the permission of the staff and are governed by procedures set forth by Library administration.

**LOAN PERIODS:**

GCPL is a participating member of the Clevnet consortium and abides by the consortium's circulation policies and guidelines which may differ from GCPL's circulation policies and guidelines. The consortium agreement specifies that no exceptions to loan periods may be made beyond those established in the policies and guidelines for the program. Therefore, staff will not manually override loan periods or due dates.

GCPL materials may be loaned to other libraries (for use by their patrons) through a variety of interlibrary loan consortia and services in which the library participates. GCPL will follow the policies and guidelines agreed upon by participants in these sharing programs and services.

GCPL may elect not to loan certain items from its collection based on local patron demand, number of items in a specific collection or other reasons.

**RENEWAL OF MATERIALS:**

Most physical items are automatically renewed 5 times. This service will be more convenient and potentially reduce overdue fines on items from other library systems. Materials will automatically renew one day before an item is due. Materials will not renew automatically if: Someone else has placed a hold on the item

- The item has reached its renewal limit
- Your account is blocked due to excess fines and fees
- It is a non-holdable item

Interlibrary loan and Clevnet material loan periods and renewals are determined by the policies of the owning library and may differ from GCPL policies. GCPL honors and upholds the circulation policies of the owning library.

**FINES:**

GCPL has eliminated overdue fines on most items. Exceptions are New DVD/Blu Ray, Telescope, Hotspot and items that belong to other libraries.

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When a patron account reaches \$15, the account will be blocked. Patron accounts with the exception of Mobile Services, 3 for Me, and Staff may be sent to collections when they reach \$25.

Patrons can renew most books and movies 5 times. However, if the patron has 50 or more items overdue, the account will be blocked until the items are returned.

Items exempt from Fine Free Policies that are checked-out (borrowed) and then checked-in (returned) after the due date are assessed the following late fines per item to the borrower:

New DVD and New Blu-Ray	\$1 per day, maximum of \$3
Reference Materials	\$1 per day, maximum of \$25
Telescopes and Hotspots	\$5 per day, maximum of \$25

Fees for lost materials are assessed after an item is 42 days overdue.

**CHARGES FOR LOST AND/OR DAMAGED ITEMS:**

Fees are charged to a patron's card when an item is lost or damaged. Fees are assessed based on the cost of replacement of the item and are governed by the procedures set forth by the Library administration.

**ADDITIONAL SERVICE COSTS AND FEES:**

Photocopies – Black and White	.10 per copy
Photocopies – Color	.25 per copy
Fax Service	No charge
Library Bags	Fees vary
Inspiration Station and Mobile Memory Lab	Various Fees as Posted

Fax Service is available to the public in the GCPL libraries that have a fax machine available and during regular library hours. Employees who provide this service to the public follow the Library's confidentiality policies and principles so that privacy may be expected. Patrons who choose to use this service must use a cover sheet including the Library disclaimer.

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Thresholds governing loan periods, fines, and patron borrowing profiles

Note: Hotspots can be checked out on a Geauga County Public Library or Burton Public Library card with the following Patron Profiles: Adult, Golden Buckeye, and Staff with the restriction of 1 hotspot per household.

Patron Profile	Items Borrowed	Expiration	Overdue limit	Bill threshold	Holds limit	Exempt from Overdue fines - New DVDs/Blu ray, Kits	Exempt from Overdue fines - Telescopes
Adult	100	3 years	50	15	100	No	No
Books by Mail Adult	10	3 years	50	15	10	No	No
Books by Mail Juvenile	10	3 years	50	15	10	No	No
Ecard	50	2 years	0	0	50	No	No
Golden Buckeye	100	3 years	50	15	100	No	No
Geauga - Guest/Internet	0	3 years	0	0	0	No	No
Homebound	100	3 years	50	15	100	Yes	No
Institution	100	3 years	50	15	100	Yes	No
Juvenile	100	3 years	50	15	100	No	No
3 for Me	3	3 years	3	15	3	No	No
Staff	100	3 years	50	15	100	Yes	No
Temporary Adult	2	2 years	2	15	2	No	No

ITEM TYPE	LOAN PERIOD	RENEWALS	FINES PER DAY	MAX FINE
Book	21	5	\$0	\$0
Audio Book	21	5	\$0	\$0
CD	21	5	\$0	\$0
DVD/Blu-ray	7	5	\$0	\$0
DVD/Blu-ray Set	21	5	\$0	\$0
Hotspot	14	0	\$5	\$25
Magazine	21	0	\$0	\$0
New DVD/Blu-ray	7	0	\$1	\$3
No Holds/New DVD/Blu Ray	7	0	\$1	\$3
Telescopes	7	0	\$5	\$25

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