



## **Barberton Public Library Circulation of Library Materials Policy**

### **Borrowing Regulations**

Ohio residents are entitled to free library services and may apply for a borrower's card. By Ohio law, library records are private (see the Library's Personal Information policy for more information), and the Library does not permit spouses or other family members to use each other's library cards.

The Library offers individual (juvenile and adult), homebound, Three for Me, teacher cards, and Ecards.

1. Individual adult library cardholders are eligible to borrow any circulating materials in any format. Each adult borrower is held responsible for all items charged out on his/her card.
2. Parents/guardians of children under the age of 18 may apply for a library card for their child. Adults who are prohibited from borrowing may not sign for new cards for children. The parent/guardian will be responsible for guiding the child in the selection and use of library materials; this is not the responsibility of the Library. The responsible parent or guardian registering their minor child for an individual library card may restrict the minor child's card from borrowing movies, music and video games from the teen/adult collection. The responsible parent or guardian may change this restriction at any time.

Parents/guardians are responsible for all items charged out on their minor child's card and for the payment of all charges incurred on the card. The minor child must be present at the time the card is issued and at any time the card is used to borrow materials.

3. The Library offers home delivery to a limited number of residential areas within the Barberton City School District. Regular circulation policies generally apply. Anyone who wishes to request homebound delivery may contact the Customer Services Department to determine eligibility and scheduling.
4. Three for Me library cards are available to juveniles without parental signature on the application. Children whose individual accounts are above the fine threshold are also eligible. A child must be able to write his/her name and provide date of birth and contact information in order to be eligible. Three for Me cards may be used to check out up to three print materials owned by Barberton Public Library or to borrow eMedia, and will not accrue any late fees. Lost or damaged items borrowed with a Three for

Me card will be charged to the child's account, but Three for Me cards will not be referred to a collection agency should the replacement costs exceed \$50. Three for Me cards may not be used to access the Internet, and are not valid at other CLEVNET Libraries.

5. Please see the Library's Teacher Loan Policy for information specific to teacher cards.
6. Ecards obtained online are only valid for electronic materials (ebooks, digital magazines, databases, etc.) until valid photo identification and proof of current address is presented in person at Main Library or the Community Health Branch. Juvenile Ecards are only valid for electronic materials until a parent or guardian visits a library location with valid photo identification and proof of current address.

Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Thereafter, the card issued in the customer's name should be presented when borrowing items from the Library. An Ohio driver's license or state ID may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.

### **Library Card**

Ecards can be obtained through the library's website.

To qualify for other library cards, an individual must apply in person either at the Main Library or the Community Health Library Branch located inside Summa Health System. A valid State of Ohio driver's license or State of Ohio photo ID with current address must be provided by adult card applicants or adult card applicants signing as the responsible party for a minor's card when the card is issued. If the applicant's driver's license or state ID does not show his/her current address, proof of address will be required in the form of US mail or an electronic bill dated within the preceding 30 days.

A replacement card may be obtained upon the payment of a \$1.00 replacement fee.

No person shall damage or fail to return any library materials borrowed from the Library.

No person shall abuse a borrower's card issued by the Library. Abuse of a library card may include, but is not limited to, any of the following acts:

1. Obtaining or attempting to obtain a library card by means of false identification or address.
2. Using or attempting to use a library card which has been revoked.
3. Using or attempting to use a library card that belongs to someone else.

### **Checkout Guidelines**

Loan periods and item limits are indicated in the chart on page 3.

Many Barberton Public Library items may be renewed up to five times, as long as another customer does not have a request for the item. See the chart on page 3 for renewal limits. Items borrowed from other libraries may have loan periods or fine schedules which vary from Barberton Library items. The due date of each individual item will be noted on the charge receipt.

Items may be renewed at the Customer Service Desk, by telephone or via the Library's web site.

Interlibrary loan items from other libraries may be renewed according to the owning library's renewal policy.

Vacation Loans of 28 days will be permitted upon request. DVDs, interlibrary loan items, Express items, media projector and items in high demand may not be borrowed on vacation loan.

Reserved items will be held for five business days.

<b>Item Type</b>	<b>Number Permitted</b>	<b>Loan Period</b>	<b>Late Fee</b>	<b>Renewable*</b>
Audiobooks	10	14 days	.05/day	Yes x 5
Books	unlimited	14 days	.05/day	Yes x 5
Books – Express	2	7 days	.05/day	No
Chromebooks (In-library use only)	1	4 hours	\$10/hr	No
DVD/Blu-ray-Entertainment	10**	7 days	.50/day	Yes x 1
DVD/Blu-ray-Express	2**	3 days	.50/day	No
DVD/Blu-ray-Instructional	10	14 days	.50/day	Yes x 5
Magazines	10	14 days	.05/day	No
Media Projector (\$50 deposit)	1	3 days	\$25/day	No
Music CDs	10	14 days	.05/day	Yes x 5
Sprout Backpacks	1	14 days	.50/day	No
VHS	10	14 days	.50/day	Yes x 5
Video Games	2	7 days	.50/day	Yes x 1
<p>* Please note that renewable items may not be extended if another customer has a hold on them.  ** A total of 10 entertainment DVD/Blu-rays may be borrowed at one time, up to two of which may be Express items.</p>				

## **Fines**

Fines will be charged for all days the Library is open, except Sundays.

The Library's after-hours book drops at the Community Health Branch is available when the branch is closed. Main walk up and drive up item returns are available at all times. Items returned after hours are considered as having been returned on the day that the Library building was last open.

Barberton Public Library overdue fines are indicated in the chart on page 3. Items borrowed from other libraries may have overdue fines which vary from Barberton Library's fine structure.

The maximum overdue fine per returned item is \$3.00, except for the following items:

1. DVD/Blu-ray, Sprout Backpacks, VHS and video games have a maximum overdue fine of \$7.00.
2. Chromebooks have a maximum overdue fine of \$50.00.
3. Media projector has a maximum overdue fine of \$100.00.

No late fees are charged for items borrowed through homebound delivery.

Personal cardholders owing \$10.00 or more in fines and/or charges will be prohibited from borrowing.

## **Lost materials**

A customer will be charged a lost item fee to replace a lost item. This fee includes the cost of the item and a \$3.00 processing charge per item. If the lost item is found and returned, the Library will refund the item cost, if the following criteria are met:

1. The item is owned by the Barberton Public Library. Refunds are not issued on items owned by other agencies.
2. The item is found and returned less than sixty days after the lost item fee was paid.
3. The item is in good condition – defined as still being able to be circulated. "Good condition" is at the discretion of Library staff.
4. The customer brings the "lost item fee" receipt with the item when it is returned.

No refund will be paid in cash. Lost materials and related fees paid by cash or check will be refunded by check and mailed to the customer. This process may take up to four weeks to complete. If you do not receive your refund within four weeks, please contact the Fiscal Officer at 330-745-1194 ext. 1426.

## **Damaged Materials**

If materials are returned in such condition that they can no longer be circulated, a fee will be assessed. Examples may include, but are not limited to, excessive damage, missing pieces, or vandalism.

Damage fees will vary depending on the type of problem and format of the damaged item. Missing or extremely damaged media cases will be charged at the rate of \$1.00 each. Library barcodes torn from materials will be charged at the rate of 50 cents per item.

If a damaged item needs to be replaced, the customer will be charged the replacement cost of the item, plus a \$3.00 processing charge per item.

Non-Barberton Public Library materials that are damaged will be sent back to the owning library, who will determine the damage charge for the item.

### **NSF Fees**

In the event the Library receives payment for fines or fees by check, and the check is returned unpaid because of non-sufficient funds (NSF), the Library will:

1. Place the pertinent fines and fees back on the customer's Library record.
2. Add an additional \$20.00 fee to the customer's record for the NSF returned check.
3. Note "cash or money order payments only" on the customer's record.

### **Collection Agency**

The Library has contracted with a collection agency to assist in the retrieval of long overdue materials and to collect outstanding fines/fees from accounts. Customer accounts will be forwarded to the agency when:

1. Items are at least six weeks overdue; and
2. An account has fines and/or fees totaling \$50.00 or more.

A non-waivable \$15.00 referral fee will be added to each account that is forwarded to the collection agency.

Cardholders whose accounts have been referred to the collection agency will be prohibited from borrowing Library materials. Fines must be paid in full in order for an account to be removed from collections.

### **Authority**

The Director has the authority to waive or modify any part of this policy at his/her discretion if warranted by extenuating circumstances.

*All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.*

Adopted by the Board of Trustees February 28, 2008. Amended May 28, 2009; February 25, 2010; October 28, 2010 by motion; July 28, 2011; July 25, 2013; June 25, 2015; March 24, 2016; February 23, 2017.