



Barberton Public Library Borrowing Policy

Item Limits

Item limits for physical materials borrowed by Barberton Public Library cardholders are as follows:

- Unlimited: Audiobooks, Books, Magazines
- Limit of 20: CDs, Fiction DVDs & Blu-Ray, Nonfiction DVDs & Blu-Ray
- Limit of 5: Video Games

Item limits for nontraditional materials and eMedia will differ from those listed above.

Loan Periods

Loan periods for physical materials owned by the Barberton Public Library are as follows:

- Seven days: Fiction DVDs & Blu-Ray, Video Games
- Fourteen days: Audiobooks, Books, CDs, Magazines, Nonfiction DVDs & Blu-Rays

Loan periods for nontraditional materials, eMedia, and materials borrowed from CLEVNET member libraries will differ from those listed above. Cardholders should note the due dates on the receipt provided at check out.

Vacation loans of 28 days will be permitted upon request. DVDs & Blu-Ray, video games, non-traditional materials, eMedia, and materials borrowed from CLEVNET member libraries are not eligible for vacation loans.

Renewing Library Materials

Most materials owned by the Barberton Public Library may be renewed up to five times. Exceptions include new video games and Lucky Day materials, which cannot be renewed, as well as eMedia and nontraditional materials, which will vary depending on the item. Materials borrowed from CLEVNET member libraries will renew according to the owning library's circulation policies.

The library system will attempt to automatically renew materials one day before they are due. If an item cannot be renewed, cardholders will receive a courtesy notice via phone, text, or email according to their account settings. Cardholders may also renew materials in person at the Library, by phone, online, or using the CLEVNET mobile app.

Materials will not be renewed if the cardholder's account is blocked, another cardholder has reserved the item, or the item has reached its renewal limit.

Reserving Library Materials

Barberton Public Library cardholders may have up to 100 physical materials reserved on their account at any given time.

Most materials owned by the Barberton Public Library may be reserved. Exceptions include reference materials, new video games, Lucky Day materials, and some nontraditional materials. Cardholders may also request materials from other CLEVNET member libraries. Cardholders may reserve materials in person at the Library, by phone, online, or using the CLEVNET mobile app.

When reserved materials become available, cardholders will receive a courtesy notice via phone, text, or email according to their account settings. Reserved materials will be held for five business days from the date of their arrival.

Returning Library Materials

Materials borrowed from the Barberton Public Library may be returned to any CLEVNET member library. Drive-up and walk-up book returns are available at the Barberton Public Library and are accessible at all hours.

Claims Returned

Cardholders will be granted no more than two claims returned materials owned by the Barberton Public Library at the discretion of Library staff. If materials claimed to be returned are not found by the Library and become 30 days overdue, the cardholder may be billed for the replacement fees.

Fines and Fees

Most materials owned by the Barberton Public Library will not result in overdue fines if kept past the due date. Exceptions include most non-traditional items, which may result in overdue fines of up to \$10.00 per day.

Cardholders with overdue materials will receive a courtesy notice via phone, text, or email according to their account settings.

Materials owned by the Barberton Public Library that are more than 30 days overdue will be considered lost and automatically billed to the cardholder's account. Cardholders who have been billed for lost materials will receive a notification in the mail. If lost materials are returned after the replacement fee has been billed to the cardholder, the fees will be removed from their account. The Barberton Public Library does not issue refunds for lost materials that are paid for and later found.

Materials returned in such condition that they can no longer be circulated for reasons including but not limited to excessive damage, missing pieces, and vandalism will be billed to the cardholder's account at the discretion of Library staff. Fees may also be assessed for damaged or missing barcodes and media cases.

Materials borrowed from CLEVNET member libraires will incur overdue fines according to the owning library's circulation policies. Lost and damaged materials borrowed from CLEVNET member libraries will be billed according to the owning library's policies. The Barberton Public Library will not waive fines or fees associated with materials owned by CLEVNET member libraries.

Cardholders with \$25.00 or more in fines and fees will be blocked from borrowing, renewing, or reserving materials.

Materials Recovery

Adult cardholders with \$100.00 or more in fines or fees will be referred to a materials recovery service. A non-waivable fee will be assessed to the cardholder upon referral.

Cardholders whose accounts have been referred the materials recovery service will be prohibited from borrowing materials. Borrowing privileges will be restored only when the balance on the cardholder's account has been paid in full.

Referral to the materials recovery service may have an impact on the cardholder's credit score.

Authority

The Director has the authority to waive or modify any part of this policy at their 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 July 28, 2022.