

# BOARD POLICIES

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## **Material Loan**

Category: Operational

Approved:

Revised: April 29, 2009; September 30, 2009; May 30, 2012; December 9, 2015; April 24, 2017; August 25, 2021

## **Library Card Application and Issuance**

Rocky River Public Library is an independent member of the CLEVNET consortium. When issued a library card, patrons enter an agreement with and gain access to the resources available at Rocky River Public Library and any resources shared by CLEVNET libraries.

Patrons are responsible for understanding the different policies associated with any member library they might use, and for returning all items in a timely manner and in good condition.

Any Ohio resident who is at least 18 years old and is not already a cardholder in the CLEVNET database may apply for a library card.

Rocky River residents who meet registration requirements may:

- Borrow circulating library materials
- Access and borrow materials from digital collections
- Place holds on materials and manage their account online
- Use self-checks to borrow items, pay bills, and manage their account
- Access online databases and other online-only resources
- Use public computers and printers
- Register for programs, events, and classes

Successful applicants who are not Rocky River residents are limited to borrowing 10 physical items (excluding iPads) for two months, after which standard borrowing policies apply.

#### Incomplete Registration:

- Those who do not meet registration requirements will be accepted as incomplete.
- Patrons with incomplete accounts are limited to borrowing up to 3 items at a time, excluding iPads, Videogames, Launchpads, and other mobile electronic devices. Any items checked out to an incomplete account must be returned (or paid for if lost) before registration may be completed.

#### PIN (personal identification number):

- All patrons are issued a PIN that may be needed to take full advantage of library resources. See library staff with a valid I.D. to change a forgotten PIN number. Patrons may also change PINs through their account in the online catalog.

In addition to our standard card, Rocky River Public Library offers several alternatives for:

- Children (under 18)
  - Standard—for full borrowing privileges, a parent or legal guardian must sign the application in person; limits may be placed on borrowing movies and/or videogames.
  - 3 for Me—for borrowing up to 3 books, no signature is required; no overdue fines or lost charges; any child may apply for this card even if a primary card is blocked; materials limited to books in the Rocky River Public Library collection.
- Teachers: our librarians will assist in gathering material for classroom use.
- Homebound Residents: our Outreach staff will visit residences to drop off materials.
- Online-only Users: gain remote-only access to our digital collections and databases; upgrade to a standard card to borrow physical materials.

NOTE: Library cards must be renewed every three years.

#### **Loan Periods, Borrowing Limits, & Fees**

The CLEVNET consortium includes over 44 public libraries, any of which might have loan periods and fine structures that differ from those offered by Rocky River Public Library.

#### Rocky River Public Library Loan Periods:

- 3 days for Quickflicks
- 7 days for New Release DVDs & Blu-rays, Rapid Reads, Magazines-to-Go, Videogames, iPads, Launchpads, and other mobile electronic devices

- 21 days for all other DVDs & Blu-rays, Books, Magazines, Kits, Puzzles, Audiobooks, and CDs
- 42 days for Book Club oriented "Book Discussion in a Bag" bundles

#### Rocky River Public Library Borrowing Limits:

- Patrons are limited to 50 items on their account.

#### Renewals:

- Renewals can be made in person or from home via phone or computer.
- Renewals may not be made on items with holds or if the renewal limit has been reached.

#### Lost & Damaged Item Fees:

- Patrons are responsible for the replacement cost of lost or damaged items, including parts.
  - When lost items are returned, the associated lost bills are canceled.
- Charges of \$10.00 or more on a patron's card suspends borrowing privileges.
- Ten overdue items suspends privileges to renew items and place holds.
- Unresolved accounts with bills totaling at least \$50 will be referred to a collection agency. Accounts referred to a collection agency will incur a \$10.00 fee.

#### Overdue/Lost Timeline:

- 7 days after due date: overdue notice sent
- 21 days after due date: item assumed lost; patron billed for replacement cost

#### Express Checkouts:

- Self checkout stations are available for privacy and convenience.