

BOARD POLICIES

Material Loan

Category: Operational

Approved:

Revised: April 29, 2009; September 30, 2009; May 30, 2012; December 9, 2015; April 24, 2017; August 25, 2021; February 28, 2024

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 not already a cardholder in the CLEVNET database may apply for a library card.

Applicants 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 and manage their account.
- Access online databases and other online-only resources
- Use public computers and printers.
- Register for programs, events, and classes.

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 valid ID to change a forgotten PIN number. Patrons may also change PINs through their account in the online catalog.

Library cards must be renewed every three years.

Standard Access Library Cards

Adult Card:

Adults aged 18 and over must present photo identification and proof of current Ohio address at registration. If any accounts associated with the photo ID are in collection or have a balance exceeding \$50, another card will not be issued.

- Checkout limit of 50 physical items.
- Account is blocked at \$10.00 or 10 overdue items.

Child Card:

Child cards are issued to minors under 18 and require the signature of a parent or legal guardian at the time of registration. The parent or legal guardian must provide a valid photo identification and proof of a current Ohio address and assume responsibility for all activity, including payment of all fees incurred, on the card.

If any accounts associated with the photo ID are in collection or have a balance exceeding \$50, another card will not be issued.

- Checkout limit of 50 physical items.
- Account is blocked at \$10.00 or 10 overdue items.
- Limits may be placed on borrowing movies and/or video games.

Special Access Library Cards

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

Opportunity Card:

Adults who do not meet registration requirements due to being unable to provide proof of address or identification can apply for an Opportunity Card. Accounts may be converted to

a standard-access adult account once proof of current address and valid identification are provided.

- Checkout limit 3 items.
- Cannot checkout video games and other mobile electronic devices.
- May only be used at Rocky River Public Library
- No holds may be placed on the account.
- Account is blocked at \$10.00 or 3 overdue items.

3 for Me:

3 for Me cards are issued to minors and do not require the signature of a parent or guardian. A parent or guardian may choose to prohibit their child from getting a card. The child's name, birth date, and address must be provided at registration. A child may apply for this card even if a primary card is blocked. Cardholders do not incur lost charges.

- Checkout limit of 3 books
- May only be used at Rocky River Public Library
- No holds may be placed on the account.
- Account is blocked at 3 overdue items.

Teacher Card:

Teacher cards may be issued to teachers of grades 12 and under, including licensed preschool and daycare. Individuals must present proof of employment along with valid photo identification and proof of current Ohio address at registration. A Teacher Card will not be issued if any accounts associated with the applicant are in collection or have a balance exceeding \$50.

- Checkout limit of 75 physical items.
- May only be used at Rocky River Public Library
- Holds may only be placed on Rocky River Public Library materials.
- Account is blocked at \$10.00 or 10 overdue items.

E-Card:

E-Cards provide full access to all of the library's digital collections and databases. Accounts may be converted to a standard-access account with proof of current address and valid identification.

- Cannot checkout physical materials.

Loan Periods, Borrowing Limits, & Fees

The CLEVNET consortium includes 47 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, Adult Magazines, Video Games, and other mobile electronic devices
- 21 days for all other DVDs & Blu-rays, Books, Juvenile Magazines, Kits, Comics, Puzzles, Audiobooks, and CDs
- 42 days for Book Club bundles

Renewals:

- Renewals are automatically applied to all items on a patrons account the day before the items are due. Only items with holds or that have met the renewal limit will not renew.
- 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.

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.