

Geauga County Public Library
Operating Policy Manual

Section: Eligibility, Registration and Use of Library Card
Number: 711
Effective Date: May 16, 2023

Permanent residents of Ohio are eligible for a free library card. Persons who go to school in Ohio, work on a permanent basis in Ohio, and those who own property in Ohio are also eligible for a free library card. Only one card is allowed per individual, with the exceptions 3forMe library cards issued to youth aged 17 and under with borrowing privileges restricted to print only. Geauga County Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as the 3forMe card and those issued to institutions, mobile services locations, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid identification and current proof of address, if not listed on the identification. Acceptable forms of identification include a driver's license, state ID card, passport, and US Military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application. A birthdate and signature accepting financial responsibility for borrowed materials are required for a library card.

If applicant does not have required identification, a temporary card may be issued until identification is provided.

Patrons of any age who do not have an existing GCPL or CLEVNET library card may request an ecard. Patrons must provide a valid email address in order to receive an ecard to check out electronic materials and access electronic resources.

If an applicant is under the age of 18, the signature of a parent or legal guardian is also required to accept financial responsibility for borrowed materials. Parent or guardian must show valid identification.

Additionally, youth aged 17 and under may apply for one 3forMe card with borrowing privileges restricted to three print titles only. The 3forMe card can be used as a primary library card or as a secondary library card. Youth may apply for this card without the signature of a parent or guardian.

Library card privileges must be renewed every three years. Valid identification and current proof of address may be requested when renewing library privileges.

INSTITUTION CARDS

Organizations engaged in educational, cultural, or recreational activities in Geauga County may register as institutional borrowers along with other institutions such as assisted living and skilled care centers. Organizations may apply for institution cards by completing a standard GCPL application, naming the organization's director (or other employee designated by the director) as a contact person. The application must include a letter on agency letterhead stating that the organization wishes to apply and accepts responsibility for all fines and fees, if any. If the organization has a

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governing body, then the letter must also state that the organization's board has voted to approve the application and accepts responsibility for all fines and fees.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians who sign a library card application on behalf of an applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion. It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card.

Volunteers who provide Homebound services to individuals may use the Homebound patron's library card to check out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Geauga County Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of two hundred (200) circulating items may be on a borrower's record at any given time. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout or online account.

A patron is unable to borrow materials when fines and/or fees are in excess of \$14.99; 50 or more items are overdue; 200 items are already charged out; the patron's library card has expired; or the account has been referred for material recovery services. Youth aged 17 and under whose borrowing privileges have been suspended are eligible to apply for the 3forMe card.

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