

Geauga County Public Library
Operating Policy Manual

Section: Loan Periods, Renewals, Fines and Fees
Number: 731
Effective Date: May 16, 2023

LOAN PERIODS

GCPL Library materials are loaned to registered borrowers for twenty-one (21) days with the exception of DVD/Blu-ray, Telescope, Hotspot, and miscellaneous kits, yard games and book discussion kits. Special items, such as reference materials or high demand items may not circulate except with the permission of the staff and are governed by procedures set forth by Library administration.

GCPL is a participating member of the Clevnet consortium and abides by the consortium's circulation policies and guidelines which may differ from GCPL's circulation policies and guidelines. The consortium agreement specifies that no exceptions to loan periods may be made beyond those established in the policies and guidelines for the program. Therefore, staff will not manually override loan periods or due dates.

GCPL materials may be loaned to other libraries (for use by their patrons) through a variety of interlibrary loan consortia and services in which the library participates. GCPL will follow the policies and guidelines agreed upon by participants in these sharing programs and services.

GCPL may elect not to loan certain items from its collection based on local patron demand, number of items in a specific collection or other reasons.

Interlibrary loan and Clevnet material loan periods and number of renewals are determined by the policies of the owning library and may differ from GCPL policies. GCPL honors and upholds the circulation policies of the owning library.

RENEWAL OF MATERIALS

Most GCPL physical items can be renewed 5 times. Materials will not renew if:

- Someone else has placed a hold on the item
- The item has reached its renewal limit
- Your account is blocked due to excess fines and fees
- It is a non-holdable item

FINES

GCPL has eliminated overdue fines on most items. Exceptions are New DVD/Blu Ray, Telescope, Hotspots, and items that belong to other libraries.

CHARGES FOR LOST AND/OR DAMAGED ITEMS

Fees are charged to a patron's card when an item is lost or damaged. Fees are assessed based on the cost of replacement of the item and are governed by the procedures set forth by the Library administration.

If a lost item is paid for and later returned, no refund is made.

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The Geauga County Public Library assumes no liability for damage caused to personal equipment while using GCPL materials.

PATRON PROFILE BORROWING PRIVILEGES

Hotspots can only be checked out on an Adult or Golden Buckeye GCPL or Burton Public Library card or GCPL staff card and are not exempt from fines. One hotspot per household can be checked out at a time.

Some Patron Profile card types including E-card, 3 for Me, Books by Mail, Temporary, Homebound, and Institutional may have borrowing limits and may not be used to check out certain types of items.

Patron Profile	Card Expires After:	Item Limits		Borrowing Privilege Restrictions		Is patron exempt from Overdue fines for New DVDs/Blu-ray?
		Number of Items That Can Be Borrowed at One Time	Number of Item on Hold at One Time	Overdue Item Limit Threshold	Account Balance Threshold	
Adult & Golden Buckeye	3 years	200	200	50	\$15.00	No
Juvenile	3 years	200	200	50	\$15.00	No
E-card	2 years	50	50	0	0	No
Institution	3 years	200	200	50	\$15.00	Yes
3 for Me	3 years	3	3	3	\$15.00	No
Books by Mail, Adult & Juvenile	3 years	10	10	10	\$15.00	No
Homebound	3 years	200	200	100	\$15.00	Yes
Temporary Adult	2 years	2	2	2	\$15.00	No
Staff	3 years	200	200	50	\$15.00	Yes

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LOAN PERIODS AND FINES

ITEM TYPE	LOAN PERIOD	RENEWALS	FINES PER DAY	MAX FINE
Book	21	5	\$0	\$0
Audio Book	21	5	\$0	\$0
Magazine	21	0	\$0	\$0
CD	21	5	\$0	\$0
DVD/Blu-ray	7	5	\$0	\$0
DVD/Blu-ray Set	21	5	\$0	\$0
New DVD/Blu-ray	7	0	\$1	\$3
Hotspot	14	0	\$5	\$25
Misc. Kits	14	5	\$0	\$0
Telescopes	14	0	\$5	\$25
Book Discussion Kits	42	0	0	0
Yard Games	14	0	0	0

ADDITIONAL SERVICE COSTS AND FEES

SERVICE	COST
Photocopies Patrons receive \$1.00 credit per day for photocopies. Once the credit is exhausted the following fees apply:	
Photocopies – Black and White	.10 per copy
Photocopies – Color	.25 per copy
Fax Service	No charge
Library Bags	Fees vary
Inspiration Station and Digital Legacy Lab	Various Fees as Posted

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CHECKS – NON-SUFFICIENT FUNDS

Patrons who owe the library money may pay with a personal check payable to: **Geauga County Public Library.**

If a check is returned to the library for insufficient funds, the current fee charged by the bank to the library plus a \$5.00 processing fee will be attached to the patron's record. The library reserves the right to suspend or revoke check writing privileges when appropriate.

Exceptions to Policy 731 may be made at the discretion of the local branch manager.

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