

## CHECKOUT POLICY

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The Cuyahoga Falls Library is pleased to lend the community a wide range of materials, including books, movies, music, magazines, and other items in the Library of Things collection. This policy contains information and rules about borrowing privileges, registering for a new library card, and overdue fines.

### GET A CARD

Library cards are free to any resident of Ohio. Cards may be obtained by registering online or at the library.

A photo ID with name and current address is required to obtain a card. This information is considered private and confidential and will be treated as such and only disclosed as specified in the library's Confidentiality of Patron Records policy. Cards issued to persons under the age of 18 require a parent or guardian's presence and signature.

Any cards that do not have a current address on it or minors without a parent or guardian to sign will be allowed to check out up to 2 print items, as well as have full online and digital access. Once a current address or guardian signature is obtained, full borrowing privileges will be granted.

## LOAN PERIODS AND RENEWALS

Item Type	Item Limit (100 total)	Loan Period (Days)	Fine Per day (¢)	Renewals
DVDs and Blu-rays	20	7	50	10*
Movie Express DVDs and Blu-rays	20	3	50	0
Books	100	14	5	10*
Express Books	100	14	5	0
Magazines	50	7	5	1
CDs	50	14	5	10*
Books on CD	50	14	5	10*
Playaways	50	14	5	10*
Playaway Views & Launchpads	20	7	50	10*

Library of Things (Including video games)	1 of each item type	7	50	0
Museum Passes	1 pass	7	\$1.00	0
Children's Magazines	50	14	5	10
Children's Discovery Kits	2	14	5	10
Children's Book Boxes (Teacher Loan Only)	2	28	—	2
SearchOhio Book, CDs, audiobooks	50	21	5	3
SearchOhio DVDs and Blu-Rays	50	7	50	3
OhioLink Books	25	21	5	6
OhioLink DVDs, CDs and audiobooks	25	7	50	3

If an item cannot be renewed, once returned, it must be made available to other patrons for at least 24 hours.

*\*Individual Items will auto-renew unless there is a pending hold.*

### **LOST AND DAMAGED ITEMS**

When library materials are returned damaged or are significantly overdue, replacement costs will be charged, and a notification will be issued. Overdue materials may still be returned after charges accrue, resulting in a maximum \$5 late fine per item.

If materials exceeding \$25 have yet to be returned 10 days after receiving notice, the account will be referred to a recovery management service, and a \$10 fee will be added to the account.

### **HOLDS**

Holds can be placed on any kind of item except magazines, express items, and Library of Things. New titles can be placed on hold as soon as the library orders them. There is a limit of 99 items per patron allowed to be held at a time. Additional limits are in place for SearchOhio and OhioLink requests.

### **REFUNDS**

Refunds of payments for replacement fees will be granted within six months of the date of payment if the original item is returned. A receipt is required for a refund. No other refunds will be given. Refunds will not be made in cash, but rather by check or other means issued by the library.

### **CLAIMED RETURNED**

Items that are believed to have been returned and are still appearing on a library card may be marked as "claimed returned." A limited number of items may be claimed returned on each library card. If the item is not found by the library and the item reaches "billed" status, a replacement fee will be added to the corresponding account the item was checked out to.

## **TEACHER LOANS**

The Cuyahoga Falls Library supports our educational partners with a special teacher card.

Teacher Cards are available to certified/licensed teachers, including preschool or daycare teachers and home school teachers, who live or work in Summit County.

Teacher Cards are specifically intended to lend teaching or classroom materials. A traditional card is needed to check out personal items and to borrow from other libraries using OhioLINK or SearchOhio.

### **Teacher Loan Periods:**

- Check out for four (4) weeks with one renewal. Holiday materials do not check out on a teacher loan.
- Most Children's audiovisual materials may also be checked out in Teacher Loans, including six (6) music CDs, children's magazines, and children's DVDs.
- A maximum of 50 items can be checked out on a Teacher Loan at one time. It may be a combination of item types.
- Materials that have been obtained through SearchOhio or OhioLINK can only be checked out on a personal card and not on a teacher card.

*Approved by the Cuyahoga Falls Library Board of Trustees, April 18, 2023*