

CHECKOUT POLICY

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

GET A CARD

Library cards are free to any resident of Ohio. Applications to request a library card may be found at the library or on the library's website. Each person may have only one active Cuyahoga Falls Library card at a time, except in the case of teacher cards below.

When registering for a card in person, a valid photo ID with the applicant's current address is required. If the photo ID does not have the current mailing address, the applicant may present a recent utility bill, bank statement, or other business mail as proof of address. All personal information provided in applying for a card 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.

TYPES OF CARDS

Adult/Standard: Adult/standard cards provide borrowing privileges of materials as specified in this policy. Adult/standard cards also provide full access to the library's digital resources and public computers.

Juvenile: Juvenile cards are issued to all registrants under the age of 18. Cards issued to persons under the age of 18 require a parent or guardian's presence and signature. Juvenile cards provide the same borrowing privileges and digital access as standard cards. A parent or guardian may choose to restrict access to public computers on the library card application and may work with library staff if the choice should change at a later time. Juvenile cards automatically become adult/standard cards when the patron reaches age 18. A parent or guardian may provide their photo ID and address information in lieu of the juvenile.

Teacher: Teacher cards are available to certified/licensed teachers, including preschool or daycare teachers and homeschool teachers, who live or work in Summit County. Books, DVDs, CDs, magazines, and audiobooks (up to 100 total items) are available to borrow for teaching and classroom purposes on teacher cards. All items have a 28-day loan period, may be renewed once, and are fine free. A standard card is needed to check out personal items and to borrow from other libraries using OhioLINK or SearchOhio.

Special Access: Special access cards may be issued to anyone who wants a library card but does not have the current address information or the signature of a parent or guardian required for adult/standard and juvenile cards. Special access cards allow borrowing of up to 2 print items, as well as full access to the library's digital resources and public computers. Once a current address or parent/guardian signature is obtained, the card type will be changed to adult/standard or juvenile as applicable.

Homebound: Homebound cards enable patrons who are unable to visit the library to participate in the library’s free home delivery service. Homebound cards are available to residents within the Cuyahoga Falls City School District area who have standard library cards and meet the eligibility requirements of the delivery service. Loan periods on homebound cards may be extended to account for drop-off and pickup of materials.

E-Only: E-only cards are provided to patrons when registering online for a library card. E-only cards provide full online and digital access. No physical materials may be borrowed on an e-only card. E-only cards will be converted to a physical library card when the patron visits the library in person and shows a valid photo ID and current address information to library staff.

Institutional: Institutional cards are available to child care, educational, hospital, and residential care facilities within the Cuyahoga Falls City School District area. These cards are issued in the facility’s name, along with information for a current contact person listed. An administrator’s signature is required on the application. Loan and renewal periods and terms of use are subject to change from standard cards as arranged between library administration and facility staff.

Guest Pass: Guest passes provide temporary access to the library’s public computers for anyone who does not have a library card. Guest passes are available at any of the Information Desks. Parents or guardians of minors (under age 18) who do not want their child(ren) to have access to guest passes may do so by speaking with library staff. Guest pass users are not eligible to borrow any materials.

LOAN PERIODS AND RENEWALS

Item Type	Item Limit (100 total)	Loan Period (Days)	Fine Per day	Renewals
Books	100	14	Fine Free	10
Express Books	100	14	Fine Free	0
DVDs and Blu-rays	20	14	Fine Free	10
Movie Express DVDs and Blu-rays	20	7	Fine Free	0
Magazines	50	7	Fine Free	1
CDs	50	14	Fine Free	10
Audiobooks	50	14	Fine Free	10

Playaway Views & Launchpads	2	7	Fine Free	10
Library of Things (Including video games)	1 of each item type (6 total)	7	\$1.00	0
Museum Passes	1 pass	7	\$1.00	0
Children's Magazines	50	14	Fine Free	10
Children's Discovery Zone Items	2	14	\$1.00	0
Children's Book Boxes (Teacher Card Only)	2	28	Fine Free	2
SearchOhio Book, CDs, audiobooks	50	21	Fine Free	3
SearchOhio DVDs and Blu-Rays	50	7	Fine Free	3
OhioLink Books	25	21	Fine Free	6
OhioLink DVDs, CDs and audiobooks	25	7	Fine Free	3

All above items eligible to be renewed will auto-renew at the end of their loan period unless there is a pending hold. If an item cannot be renewed, once returned, it must be made available to other patrons for at least 24 hours.

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 \$10 late fine per item.

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

SUSPENSION OF BORROWING PRIVILEGES

Privileges to borrow or renew physical items will be suspended on library card accounts with unpaid balances of \$25.00 or more. Suspensions will not block access to digital items and resources or prevent the use of public computers.

HOLDS

Holds can be placed on any kind of item except magazines, Express items, Library of Things (including Museum Passes), and Children's Discovery Zone Items. 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 costs 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 as determined 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.

EXPIRATION AND REMOVAL

Library cards expire every three years as a means to keep patron information current. There will be no loss of access or borrowing privileges when a card expires. Long-expired cards that have not been used and have no accrued fines or fees are subject to permanent removal.

REPLACING LOST, STOLEN, OR DAMAGED CARDS

A patron should report a lost or stolen library card to the library as soon as possible. The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time they report to the library that it was lost or stolen. Patrons may be required to show a police report for a stolen card.

There is a \$1.00 replacement fee for lost or stolen cards. If a card is worn out (no longer functional due to normal wear) cards will be replaced upon request for no charge.

Approved by the Cuyahoga Falls Library Board of Trustees, December 17, 2024 to be effective as of January 9, 2025