Circulation of Library Materials  
Board approved: 6/2011

General Statement of Patron Responsibility
A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron’s card.

A patron must present a library card or photo identification in order to check out materials.

Because minors do not usually have access to photo identification, library staff will provide services to a minor for that minor patron’s account, provided that minor patron can verify his or her name, and address or phone number.

Borrower Registration
Persons, age 3 and over, residing, owning property, working, or attending school in Ohio are eligible, with proper identification, to register for a Granville Public Library card.

Adults, patrons age 18 and over, must present valid photo identification with the current, correct, mailing address. If the photo ID does not have the current mailing address, the patron may present a utility bill, bank mailing, or other business mail as proof of address. If proof of current address cannot be provided, the patron will be registered as a “restricted borrower”, receiving a card and the ability to use library computers, research databases, and to place holds on items through the library’s catalog. That patron, however, will not be able to check items out of the library until proof of current address is provided.

A patron under age 18 must have a parent or guardian with him or her at the time of registration in order to receive a card. That parent or guardian, if not already a GPL cardholder, must present valid photo ID with the current, correct, mailing address in order to register his or her child. If the photo ID does not have the current mailing address, the patron may present a utility bill, bank mailing, or other business mail as proof of address. If proof of current address cannot be provided, the minor patron will be registered as a “restricted borrower”, receiving a card and the ability to use library computers, research databases, and to place holds on items through the library’s catalog. That patron, however, will not be able to check items out of the library until proof of current address is provided. As stated
above, the parent or guardian, by signing the child’s registration card, assumes responsibility for all materials checked out on the minor patron’s card.

Temporary residents must provide both permanent and temporary or school addresses. Denison students must provide their permanent and their college addresses, as well as a student ID.

**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 that he or she reported to the library that it is lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library. A replacement card costs $1.00. Badly damaged cards will be replaced upon request at no charge.

**Restrictions of Borrowing Privileges**
Borrowing privileges are revoked for any patron owing the library $5.00 or more in fines and/or replacement fees and will remain so until payments are made to bring the amount owed below the $5.00 threshold.

**Borrowing Periods**
- DVDs and Videos (feature films): 1 week
- TV series on DVD: 2 weeks
- Select new books (browsing collection): 2 weeks
- Holiday books: 2 weeks
- All other materials: 3 weeks

**Renewals**
Any item, aside from those from the browsing collection (see explanation below), may be renewed twice provided that another patron has not requested the item through the catalog. Renewals extend the borrowing period of an item by 1, 2, or 3 weeks depending upon the format of the item. If the maximum fine amount (see explanation below) for an item has been reached prior to renewal, renewing the item does allow for additional fines to accrue on the item if it should become overdue again.

**Browsing Collection**
In an effort to keep copies of new and popular items on the shelves and available to visiting patrons, library staff have developed a browsing collection. Items in this collection cannot be renewed, will not accept holds through the library’s catalog, and, in some cases, have different borrowing periods than other items of the same format.

**Borrowing Limits**
- Music CDs: 20 per person per day
- DVDs: 8 total per person per day
- New DVDs: 4 per person per day
- DVDs from the browsing collection: 2 per person per day
- Total items out at any one time: 50 items (any format)
Overdue Fines

- Videos & DVDs: $1.00 per item per day ($5 max per item)
- All other materials: 10 cents per item per day ($2 max per item)

*Patrons are given a one-day “grace period” on all items.

Fees for Lost or Damaged Materials
Items that are overdue for a period of 60 days or more are considered lost, and the replacement cost of the item will appear on the patron’s account. Replacement fees are calculated as the suggested retail price of the item at the time the item was added to the library’s collection. Should the patron return an item that is considered lost, the replacement fee will be waived, but the patron is still responsible for any overdue fines associated with the item.

Patrons will also be responsible for replacement fees for any items damaged, through apparent neglect or abuse, to the point that the items become unusable. Patrons are not charged replacement fees for damages associated with age or normal wear and tear.

Refunds
If a patron pays the replacement fee associated with an item and manages to find and return that item in good condition within one year of the payment, he or she will be refunded the replacement fee provided there is a receipt on file for the payment.

Overdue and Fine Notices
Patrons receiving email notifications from the library will be alerted via email 3 days before an item is due with a link provided from which the patron may renew his or her items. When an item is 15 days overdue, a notice is mailed or e-mailed to the patron. If a patron’s fines and/or replacement fees owed accrue to $25 or more he or she will be mailed a bill for the accrued amount. As stated above, an item is assumed lost after being overdue for 60 days.