



Circulation of Library Materials

Board approved: 6/2011

Revised: 8/2013; 9/2014; 12/2018; 4/2022; 8/2024; 10/2025

General Statement of Patron Responsibility

A library patron is responsible for all materials checked out on the patron's library card, and if such materials are returned damaged or lost, the patron is responsible for paying replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

To avoid errors and to protect the patron's account, a patron should present a library card or photo identification when checking out library materials. If the patron cannot provide a library card or photo identification at check-out, library staff will verify the patron's identity and account by asking for the patron's name, as well as the phone number, birthdate, or mailing address associated with the account.

Borrower Registration

Persons age three and over are eligible, with proper identification, to register for a Granville Public Library card. Adults (patrons age 18 and over) must present valid photo identification, e.g. driver license or official state ID, or other proof of Ohio address to register for a library card. Minors (patrons under age 18) must be accompanied by an adult to register for a card. The accompanying adult, if not the minor patron's parent or legal guardian, must be authorized by the parent or legal guardian to register the minor patron for a card. The accompanying adult, if not already a GPL cardholder, must present valid photo ID to register the minor. Temporary residents must provide both permanent and temporary or school addresses. Denison students must provide both a permanent and college address, as well as a student ID.

Educator Cards

Educators, e.g. daycare providers, homeschool instructors, and school teachers at all grade levels, are eligible to register for a Granville Public Library educator card, provided an adult card is on file as well. Educators must present valid photo identification and official proof of educator status at the time of registration in order to receive an educator card, which is valid for one year. Educator cards will be renewed yearly on September 1st with valid proof of educator status. Patrons with educator cards will be charged for replacement costs related to lost and/or damaged items that cannot be repaired. Items checked out on an educator

card should support classroom activities and should not be for personal use. A patron must have an educator card to check out teacher collections. Borrowing periods and limits for an educator card are double the limits for an adult card, with the exception of the children's holiday books.

Lost, Stolen, or Damaged Cards

A patron should report a lost or stolen library card to the library as soon as possible so that the account can be deactivated. The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time it is reported lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library, and one will be provided free of charge.

Revoking of Borrowing Privileges

Borrowing privileges are revoked for any patron owing the library over \$24.99 in replacement, missing item and/or damaged fees, and will remain so until fee payments are made or the item is returned in usable condition.

Borrowing Periods

- Blu-rays and DVDs (feature films): 4 weeks
- TV series on Blu-ray and DVD: 4 weeks
- All other materials: 4 weeks

Borrowing Limits

- Learn Something Collection 1 per household
- Total items out at any one time: 50 items (any format)

Renewals

Any item may be renewed three times, provided that another patron has not requested the item through the catalog. Renewals extend the borrowing period of an item anywhere between one to eight weeks, depending upon the format and original borrowing period of the item. If there is not an active hold on the item, it will renew automatically.

Overdue Fines

The Granville Public Library eliminated fines for overdue library items, effective January 1, 2019. OhioLINK materials are still subject to fines.

Fees for Lost or Damaged Materials

Items that are overdue for a period of 30 days or more are considered lost, and the replacement cost of the items will appear on the patron's account. Replacement fees are assessed by the owning library and are calculated as the suggested retail price of an item at the time the item was added to the library's collection.

Patrons are also responsible for replacement fees for any items damaged, through apparent neglect or abuse, to the point that the items become unusable and cannot be repaired. 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, a refund will be issued.

Courtesy and Overdue Notices

Patrons receiving email notifications from the library will be alerted via email when items are coming due, have been renewed, and when items are overdue.