

Pickerington Public Library Borrowing Policy

1. Borrowers must have a valid library card to check out materials. (A driver's license or other appropriate identification may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.)
2. To apply for a library card:
 - a. Adults (18 and older) are to present a photo I.D. and proof of current address – e.g. current driver's license, student I.D., employment identification card, printed personal check, recent utility bill, car registration, etc. If a photo I.D. is not available, two other forms of identification will be accepted. If no proof of current address exists, the new card will be mailed to the patron.
 - b. Minors under 18 are to be accompanied by a parent or guardian who is to present proper identification and who is to sign the application form at the time of registration.
3. There is no charge to apply for a library card; a replacement card will cost \$2.00. Identification will be requested before a replacement card is issued.
4. Each patron should use his/her own library card when checking out library material.
5. Lost library cards should be reported at once by phoning the library. The patron is responsible for materials checked out up to the time the card is reported lost or stolen.
6. Minors under 14 may check out videos, DVD's and CD-Rom's from the juvenile collection with written consent of a parent or guardian. Minors 14-17 may check out videos, DVD's and CD-Rom's from the juvenile and/or adult collections with written consent of parent or guardian. The parent must sign the consent form in person at the library.
7. Loan Periods:

Videocassettes	7 days (limit of 5 per card)
DVDs	7 days (limit of 5 per card)
CD-ROMs	7 days (limit of 5 per card)
Books	28 days
(New Books)	21 days
Reading List Books	14 days
Magazines	28 days
Books on Tape/CD	28 days (limit of 10 per card)
Music audiocassettes/CD	28 days (limit of 10 per card)
Vertical File Materials	28 days
Puzzles	28 days
Vacation Loan	6 weeks (no renewal)
Teacher Loan (books only)	6 weeks (no renewal)
8. Items may be renewed one time for the same length of time as the original check-out unless another patron has placed a hold on it. Items may be renewed through the library website, by presenting them at the circulation desk, or by phone.

9. A hold may be placed on any item that is able to be checked out. Reference materials, newspapers and current issues of magazines may not be checked out.
10. Each patron is limited to checking out an aggregate of 50 items per card. New patrons are limited to having a total of 10 items checked out at any one time during the first 28 days. Patrons under 18 may check out only books during the first 28 days (no audio-visual materials).
11. Any type of item or particular subject area may be limited or placed on in-house reserve at the discretion of the library staff.
12. The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
13. Copyright laws limit these videocassettes, CD-ROMs, and DVDs to home viewing only and prohibit their duplication. Do not copy, tamper with, or alter the videocassette, CD-ROM, or DVD in any manner.
14. All essential parts of CD-ROM packaging (CD and pamphlets) must be returned or the borrower will be charged the full retail replacement plus a \$5.00 processing fee.
15. **Overdue material:** Any item kept after the return date is overdue
16. **Overdue Fines:**
 - a. 10 cents per day per item – includes all items except videos, CD-Roms and DVDs which are \$1.00 per day
 - b. The maximum fine per item is 25% of the replacement value of the item.
 - c. Overdue fines will not be charged for days when the library is closed.
17. Whenever fines accumulate to \$10.00 or more, borrowing privileges are suspended.
18. Any check received for payment of fines, fees or lost items that is returned from the patron's bank is subject to a \$25 returned check fee. The fines, fees or lost charges will be reinstated on the patron's card.
19. Patron accounts with \$25 in fines or overdue items will be turned over to a collection agency 45 days after the due date.
20. Each patron will be responsible for materials checked out on his/her card, including fines for late returns, lost items, and items damaged beyond repair. For lost and damaged items, the replacement cost plus a \$5.00 processing fee will be charged. A lost or damaged item may be replaced with an exact, new copy of the item plus the \$5.00 processing fee.
21. The Pickerington Public Library will make every attempt to obtain inter-library loan (ILL) requests through the Central Library Consortium (CLC). Any hold not picked up within 3 days will result in a \$.25 charge per item being placed on the patron's library card. If it cannot obtain the books/articles you desire through our normal channels, other libraries will be contacted. Usually this service is free of charge, though some libraries will charge for ILL loans. The borrower is responsible for any charges.

Adopted: 4/23/93

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