LIBRARY CARD AND CIRCULATION GUIDELINES

LIBRARY CARDS
Library cards will have one of the following profiles or status types:

- Unlimited: access to all circulating materials
- Educator: access to all circulating materials except videocassettes and DVDs, for customers who live or work in the State of Ohio who use library materials in an educational setting and whose personal use cards do not exceed established fine limits.
- Book Club: access to all circulating materials (except videocassettes and DVDs) for customers using library materials to support a bookclub and whose personal use cards do not exceed established fine limits.
- Military: access to digital materials, for active duty military personnel.
- Outpatron: access to all circulating materials for customers of the Library’s Outreach Services Department
- Honorary: access to all circulating materials for honored members of the community and Library retirees
- Non-Resident Unlimited: access to all circulating materials for customers who purchase a library card
- Limited Juvenile: access limited to Juvenile catalogue material, for customers under the age of 18, at the request of a parent or legal guardian
- Limited No Video: access limited to any Juvenile, Teen, and Adult catalogue material except videocassettes and DVDs, for customers under the age of 18, at the request of a parent or legal guardian
- Non-Resident Limited Juvenile: access limited to Juvenile catalogue material, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Non-Resident Limited No Video: access limited to any Juvenile, Teen, and Adult catalogue material except videocassettes and DVDs, for customers under the age of 18 who purchase a Library Card, at the request of a parent or legal guardian
- Visitor: access limited to print materials for temporary/transitional customers
- Visitor Juvenile Limited: access limited to Juvenile catalogue material for temporary/transitional customers under the age of 18, at the request of a parent or legal guardian
- Downloadable-only: access to the Library’s downloadable collection, internet and all databases
- Child-only: access to seven juvenile print or audiobook items at a time to children under the age of 13
- Teen-only: access to seven juvenile or teen print or audiobook items at a time to teens between ages 13 – 17.
- Adult-only: access to seven print or audiobook items at a time for adults age 18 and older
- Internet-only: access to the internet and all databases to adults who live within the Library’s service area but do not have an active library card.
- Complimentary: used for promotional purposes providing access to the Library’s downloadable collection, internet and all databases for a predetermined length of time, generally 3-4 weeks. Cannot be renewed.

The Library is unable to restrict access to digital content according to the limitations as outlined above. The various status types do not apply to circulating content delivered digitally.
**Applying for Cards**

Customers may apply for a library card:

- In person
- Online
- By mail (customers with disabilities who are unable to visit the Library or customers who receive service from Outreach Services only)

Individuals who apply in person will receive a card which can be used immediately to access all Library services. Individuals who apply online will receive a temporary card number, allowing access to online databases, Downloadables and placing holds. A permanent card number is issued and access to materials will be available when identity and address information are verified and a signed application is processed.

Parents submitting an application for a child must be accompanied by the child when the application is processed, except in the case of applicants under 18 applying for a child or teen-only library card.

Applicants under the age of 18 will be required to complete a new library card application upon turning 18. Applicants must provide the following information:

1. Identity, verified by ID with photograph and name (applicants 18 and over). For applicants under the age of 18, identity verification is required from a parent or legal guardian signing the application (note exceptions below for Child-Only, Teen-Only and Internet-Only cards). Identity verification is not required for approved school visits or Outreach Services applicants.

2. Home address and verification. For applicants under the age of 18, home address verification is required from parent or legal guardian signing the application (note exceptions below for Child-Only and Teen-Only and Internet-Only cards. Home address verification is not required for approved school visits or Outreach Services applicants.

3. Date of birth

4. Signature (a parent or legal guardian must also sign for an applicant under the age of 18). Applicants for the Child-Only or Teen-Only cards do not need parent’s signature. Verbal verification of identity, address and date of birth is acceptable if the applicant does not have an ID.

Applicants for an Internet-only card must verify identity with documentation that includes full name. Verbal verification of address and date of birth is acceptable if not included on the documentation.

Applicants must verify the following when appropriate:

- If associated with the Ohio regional library system a cardholder from a member library:
  - a library card from the member library
- If affiliated with the Ohio regional library system in other approved capacity:
  - Proof of Ohio regional library system affiliation
- If applying for a card with Educator Status:
  - Verification of employment through:
    - Paycheck stub
    - Organization ID
    - Letter signed by school/organization head on school/organization letterhead
- If home schooling and applying for a card with Educator Status:
  - A home schooling certificate
- If applying for a card with Military status:
  - Documentation of active duty orders
  - Current driver’s license with symbol indicating active military

If a Hamilton County property owner, who does not reside in the county:

- Property deed, mortgage paperwork, or other appropriate documentation.
Renewing Library Cards
Library cards must be renewed according to card status as follows. All cards, unless outlined differently below, are valid for five years.
Child-Only Card becomes a Teen-Only Card at age 13.
Teen-Only Card expires at age 18.
 Educator: valid for one school year; identity, home address, and employment as an educator must be verified for renewal
 Bookclub: valid for one year, identity and home address must be verified for renewal
 Outpatron: valid for one year
 Honorary: Does not expire
 Non-Resident Unlimited: valid for one year; identity and home address must be verified for renewal
 Non-Resident Limited Juvenile: valid for one year
 Non-Resident Limited No Video: valid for one year
 Visitor: valid for three weeks (may be renewed for additional three week periods indefinitely); identity and home address must be verified for renewal
 Visitor Juvenile Limited: valid for three weeks (may be renewed for additional three week periods indefinitely)

Confidentiality of Customer Information
Customers may check out materials and/or renew materials without presenting their card, but must first provide proof of identity.
Customers may pick up hold materials for family members or other users as authorized in the circulation system.

CIRCULATION
Loan Periods
All print materials, audiobooks, compact discs, playaways, CD-ROMs, LP discs, and slides circulate for 21 days and are renewable 8 times.
New Release Feature DVDs circulate for 4 days and may be renewed 8 times.
All other Feature and Non Feature videocassettes, DVDs, and playaway views circulate for 7 days and may be renewed 8 times.
All Library material is eligible for the automatic courtesy renewal when the item first comes due, regardless of whether or not another customer has a hold on the item. However, material cannot then be renewed an additional time if another customer has placed a hold on an item or the renewal limit has been reached. Loan periods may be adjusted to meet special circumstances. The automatic courtesy renewal does not apply to SearchOhio and OhioLink items. If there are no holds, SearchOhio print and media can be renewed up to 3 times. If there are no holds, Print OhioLINK titles can be renewed up to 6 times and OhioLink media can be renewed up to 3 times.
Loan periods and renewal limits for digital material are determined by the provider.
Materials may be renewed in person at any library location, by phone, or online. An item may not be renewable if:
 It has reached the renewal limit
 It has holds pending

Fines
Library Cards with Unlimited, Honorary, Non-Resident Unlimited, Limited Juvenile, Limited No Video, Non-Resident Limited Juvenile, Non-Resident No Video, Visitor, or Visitor Juvenile Limited status: fines are charged if materials are returned or renewed late, at rates established in the Table of Fines & Fees. Overdue notices may be provided as a courtesy. Fines are charged for each item, for each day beyond the due date, including days the library is closed, and begin accumulating on the first day an item is overdue. Fines per item accumulate to a maximum as established in the Table of Fines & Fees. Borrowing privileges are stopped when fines reach the unpaid fine limit established in the Table of Fines & Fees.
Library Cards with Educator status: fines are not charged if materials are returned or renewed late. Continued failure to return materials borrowed on a Library Card with Educator status will result in suspension of the card.
Book Club Cards: fines are not charged if materials are returned or renewed late. Continued failure to return materials borrowed on a Book Club Card may result in suspension of the card.
Library Cards with Outpatron status: fines are not charged if materials are returned or renewed late. Continued failure to return materials borrowed on a Library Card with Outpatron status will result in suspension of the card. Library cards with Adult-only, Child-only or Teen-only status: fines are not charged if materials are returned or renewed late. Borrowing privileges are suspended once seven items are checked out, and restored when one or more of the items are returned.

**Circulation Limits**

Limits are placed on the number of certain types of materials that can be charged to a single library card, including materials obtained through interlibrary loan. These include:

- Playaways No limit
- New Release Feature Film DVDs 10 titles
- All other videocassettes/DVDs No limit
- Downloadable materials Limits established by vendor
- Playaway View No limit

Limits may also be set for seasonal or special demand materials. Cards with Educator Status are limited to the following:

- 200 items at any one time
- Limits may also be set for seasonal or special demand materials.

Bookclub Cards are limited to the following:

- 60 items at any time.
- Limits may also be set for special demand materials or formats.

Cards with a Child-only status are limited to seven juvenile print or audiobook items at any one time.

Cards with a Teen-only status are limited to seven print or audiobook items, juvenile or teen, at any one time.

**Placing Holds on Materials**

Cardholders may place holds on most types of materials. A maximum number of items a person can place on hold may be established.

The following materials may not be placed on hold:

- Reference materials

**SearchOHIO and OhioLink**

Items that are not available in our collection may be requested through SearchOHIO or OhioLink; those items are subject to fine restrictions established by the consortium. The owning library governs which materials will be lent.

**Using Electronic Resources**

A library card may be required to access selected electronic resources from locations outside the Library and to access the Internet at Library locations. A library card may still be used to access electronic resources if circulation privileges have been stopped due to fines and fees exceeding the established limit.

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