

Weston Public Library Circulation Policies

Registration:

Weston Public Library library cards are free and available to any Ohio resident, with proof of name and current address. A library card should be presented each time a patron wishes to borrow or use library materials. Items accepted for identification include an Ohio driver's license or identification card, passport or cancelled mail received at the applicant's current address.

The presence of a parent/guardian or custodial caregiver is required, to verify the name and current address for any child seventeen and under who applies for a library card. By obtaining a library card for a child, the parent/guardian or custodial caregiver agrees to assume financial responsibility for all materials charged on the minor's card. The library will not issue a library card to a minor, if the parent/guardian or custodial caregiver's library card or a card they have assumed responsibility for has fines.

Compatible library cards:

All library cards that are compatible to the library's automation system will be honored.

Patron Responsibilities:

A library patron assumes full responsibility for all use made of their library card. If patrons change address, e-mail, or phone number, they are to notify the library on their next visit. If the library card is lost or stolen, it is important to notify the library as soon as possible since the patron is still responsible for items check out on their card.

Checkout Guidelines:

- Maximum items on a library card at one time is 100
- Items may be renewed up to four (4) times provided that the items have not been requested by another patron
- Patrons owing any amount of money in fees will be prohibited from borrowing

| Item Type | Loan Period | Renewable |
|----------------------|-------------|-----------|
| Books | 14 days | Yes x4 |
| Magazines | 7 days | Yes x4 |
| DVD | 7 days | Yes x4 |
| Music | 7 days | Yes x4 |
| All other item types | 7 days | Yes x4 |

- Materials from other lending libraries may have different loan periods

Fines:

The Weston Public Library and all locations under its authority do not charge fines for overdue materials

Fees:

Fees will be charged for lost or damaged materials. Patrons with overdue materials will have their card blocked, which stops them from checking out additional physical items until the overdue material is returned or paid for.

If an item is not returned by 45 days past its due date it is noted as lost material and the patron will be charged a replacement fee.

Lost Material:

Patrons will be charged the cost of lost/non-returned items. The Weston Public library and all branch locations under its authority will not refund any fees paid for material that is found at a later date.

Damaged Material:

Materials that are damaged and in such a condition that they can no longer circulate will be assessed a replacement cost to the patrons' file.

Non-Weston Public Library materials that are damaged will be sent back to the owning library which will determine the charge for the item.

NSF Fees:

When a check from a patron has been rejected by the bank due to Non-Sufficient Funds, the Fiscal Officer will notify the director/their designee so that any fee incurred can be placed on the patron's account.

- The Director or their designee has the authority to waive or modify any part of this policy at their discretion if warranted by extenuating circumstances.