



Borrowing Policies

Getting a Library Card

- Available to anyone working, living or attending school in Ohio.
- Requires proof of current address and date of birth (i.e. driver's license, state ID).
- Children under 18 must have parent or legal guardian's signature on application.
- Your library card is like a credit card. Do not lend it, and notify the library immediately if it is lost or stolen.
- Please notify the library if your address, phone number, name or email address changes.
- If you forget your library card, adults must present a driver's license or photo ID with name and birth date. Children will be asked to verbally verify information listed on the patron account.

Overdue Materials and Fines

- Patrons are responsible for all materials borrowed on their card.
- Notices sent by email and phone are courtesies only. Failure to receive such a notice does not exempt the cardholder from any fines due or collection agency fees.
- Items that have more than one piece will not be checked in until all of the pieces are returned.
- If you lose or damage an item, the replacement cost will be charged to your account. The library cannot accept a replacement copy of an item as payment.
- If items are not returned or fines are not paid, your account may be referred to the Unique Management Collection Services. Should your account be reported, an additional, non-refundable fee of \$15.00 will be added to your account. If left unresolved, these fees will reflect on your credit report.

Loan Periods

- Most library materials can be checked out for 28 days. DVDs check out for 14 days.
- Overdue fines are 15¢ per day for each item.
- Books and most audio visual materials may be checked out in unlimited quantity. Exceptions are DVDs, which are limited to 25 per card and video games at 2 per card.



Renewals and Returns

- Most materials may be renewed up to 5 times.
 - ▷ Materials on request are not renewable.
 - ▷ Interlibrary Loan and M.O.R.E. items are not renewable.
- There are 4 ways to renew items:
 1. In person
 2. Our Web site: www.lanepl.org
 3. TeleCirc: (513) 894-8702
 4. Phone any Lane Library location. (Locations and phone numbers on reverse side.)Have your library card number ready.
- To renew your items online or by TeleCirc automated phone service, you must renew before the items become overdue.
- When renewing items online, double check the new due date of the items to make sure the items renewed.
- You must use your four-digit PIN number when renewing items.
- You can return library materials to any Lane Library location. We also have remote bookdrops at the following locations:
 - ▷ Wal-Mart, 3201 Princeton Rd., Hamilton
 - ▷ Meijer, 1560 Main St., Hamilton
 - ▷ Kroger, 1474 Main St., Hamilton

Lane Library Locations

Hamilton Lane Library

300 N. Third St.
Hamilton, OH 45011
(513) 894-7156

Fairfield Lane Library

1485 Corydale Dr.
Fairfield, OH 45014
(513) 858-3238

Oxford Lane Library

15 S. College Ave.
Oxford, OH 45056
(513) 523-7531

Lane Library Hours

Monday - Thursday, 11:00 a.m. - 7:00 p.m.
Friday - Sunday, 1:00 - 5:00 p.m.

Smith Library of Regional History

15 S. College Ave.
Oxford, OH 45056
(513) 523-3035

Monday - Wednesday, 1:30 - 5:30 p.m.
Thursday, 11:00 a.m. - 1:00 p.m.
and 2:00 - 5:00 p.m.
Friday, 1:00 - 5:00 p.m.
Closed Saturday and Sunday.
Also, open by appointment.

Bookmobile Services

(513) 829-8370

Visit the Lane Libraries Web site at:

www.lanepl.org
TeleCirc: (513) 894-8702