

# The Lane Libraries Borrowing Policy

## Getting a Library Card

- Available to anyone working, living or attending school in Ohio.
- Requires valid photo ID, proof of current address and date of birth (i.e. driver's license, state ID).
- Application for a library card must be made in person or using the Online Registration form.
  - To complete your online account registration and pick up your permanent Lane Libraries card, please stop at any Lane Libraries location with a valid photo ID and proof of your current address.
  - Temporary cards will expire in three months unless your account is verified in person.
- Children under 18 must have a parent/legal guardian's signature on application and parent/legal guardian must provide a photo ID. If a parent or legal guardian is not available to sign for an account, a Limited Use Card (allows three print items at a time) may be provided.
- Please notify the library if your personal information changes, or your card is lost or stolen.

## Loan Periods

ITEM TYPE	LOAN PERIOD	LOAN LIMIT
Books, Audiobooks, Music CDs, Kits & Magazines	28 days	100 holds, up to 200 items checked out
Video Games	28 days	2 games
DVDs, Blu-Rays	14 days	25 DVDs/Blu-rays
Launchpads	14 days	2 Launchpads
Lucky Day Books	14 days	5 books
Lucky Day DVDs	7 days	2 DVDs

## DIGITAL MATERIALS

Freeding	14 days	6 per month
Ohio Digital Library/Libby	7-21 days	10 at a time; magazines exempt
Hoopla	3-21 days	6 per month
Freegal		5 downloads per week

## ITEMS FROM OTHER LIBRARIES

SearchOhio	7-21 days	75 holds, checkouts included in Lane's 200 item limit
Interlibrary Loan (out of state)	1-4 weeks	No limit (\$5 fee per item requested)

## Nontraditional Items

Sewing machines and musical instruments are available for checkout from the Oxford Lane Library. Please call (513) 523-7531 for more information.

**For checkouts - in lieu of a library card, adults must present a photo ID (picture and/or photocopy of ID will not be accepted) with name and birthdate. Children/teens will be asked to verbally verify information listed on the patron account.**

(continued on back)

### **Overdue Materials and Fees**

- Patrons are responsible for all materials borrowed on their card.
- Notices are courtesies only. Failure to receive such notices does not exempt the cardholder from any fees due or collection agency fees.
- Items that have more than one piece will not be checked in until all of the pieces are returned.
- Materials overdue for more than 28 days will be assumed lost and the replacement cost will be added to the account.
- Lost or damaged items will be billed at the retail cost. The library will not accept a replacement copy of an item as payment.
- Patrons with accounts owing \$10.00 or more may not borrow items (including some digital services).
- Any account owing \$35.00 or more may be referred to a collection service with an additional, non-refundable fee of \$15.00.

### **Renewals and Returns**

- Items without holds will auto-renew up to 5 times (account holders are not always notified of failure to renew).
  - Exceptions: Lucky Day items, accounts exceeding \$10.00 in fees, digital items, SearchOhio materials.
  - SearchOhio materials must be renewed in person or over the phone.
- There are 4 ways to renew items (please have your library card number and four-digit PIN ready):
  - In person
  - The Lane Libraries app: [www.lanepl.org/resources/apps](http://www.lanepl.org/resources/apps)
  - Our website: [www.lanepl.org](http://www.lanepl.org)
  - Phone any Lane Libraries location
- When renewing items online, double check the new due date of the items to make sure the items have renewed.
- You can return library materials to any Lane Libraries location. We also have remote bookdrops at the following locations:
  - Wal-Mart, 3201 Princeton Rd., Fairfield Twp.
  - Meijer, 1560 Main St., Hamilton
  - Kroger, 1474 Main St., Hamilton
  - CVS, 3733 Hamilton Cleves Rd., Ross

Patrons are not restricted by staff as to what items are checked out on a library card. Parents/legal guardians are responsible for monitoring content checked out to a child's card.

**For information including all Lane Libraries' hours and locations please visit: [www.lanepl.org/about/hours-and-locations](http://www.lanepl.org/about/hours-and-locations).**