

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
Mobile Hotspot	28 days	1 Mobile Hotspot
DIGITAL MATERIALS		
Freeding	14 days	12 per week
Kanopy		30 tickets per month
Comics Plus		No limit
Ohio Digital Library/Libby	7-21 days	20 at a time; magazines exempt
Hoopla	3-21 days	10 downloads per month & 5 flex borrows
Freegal Music		5 downloads per week & unlimited streaming
ITEMS FROM OTHER LIBRARIES		
SearchOhio	7-21 days	75 holds, checkouts included in Lane's 200 item limit
Interlibrary Loan (<i>out of state</i>)	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 Fee

- 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: Accounts exceeding \$10.00 in fees, digital items, SearchOhio and OhioLINK materials.
SearchOhio and OhioLINK 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
Our website: 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:
Fairfield Twp. Administration Building, 6032 Morris 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.