

Borrowers' Cards

Resolution 8-2017

A patron must present proof of current address, working telephone number and picture identification to obtain a borrower's card. Acceptable documents for photo ID include: a driver's license or state ID, work or school ID, military ID, passport or credit card with photo. Acceptable documents for address verification: a current driver's license or state ID, a utility bill from the current month, a current year vehicle registration, a printed, personal check or printed mail (not handwritten) postmarked within the past 30 days is acceptable.

The Library requires patrons to have a library card with them to check out materials or use the computers in the computer center. No one will be allowed to use another person's card without permission from the Director.

Patrons may apply for a library card at the Library at any time prior to fifteen minutes before closing.

Probationary Period

First time patrons are permitted to check out materials the same day they get a card. During the thirty (30) day probationary period, patrons are limited to a total of 3 items checked out at any given time, one of which can be a dvd.

Personal Card

Personal cards are issued free of charge to individuals who are Ohio residents. Persons over the age of eighteen (18) are responsible for the use of the card in accordance with the Hurt/Battelle Memorial Library's (HBML) Borrower's Guide. A maximum number of fifty (50) items may be checked out to a card at any given time, nine (9) of which can be dvds.

Limited Card

If a patron chooses or they are repeat offenders with late or damaged items then they may have a card with a "limited" status. This status allows them to check out five (5) items, two of which can be dvds.

If the patron does not have a working telephone, they will be placed on "limited" status.

Library Cards for Children

A parent or guardian of a child under the age of eighteen (18) is responsible for the use of the card in accordance with the HBML Borrower's Guide including the payment of any fines. A parent or guardian with a current library card free of fines must come to the Library with the child/children and provide the above information about them to obtain a card.

Parents may choose to place their child on "limited" status with no alterations to the number or type of items that may be checked out

Educator Card

Educator cards are issued to certified public, private and parochial school teachers, administrators and preschool daycare instructors who live or work in the Jefferson Local School District. With this card, a teacher may borrow materials for classroom use without using a personal card.

The card may be used for up to fifty (50) books and twenty (20) audio books. Educators will not be charged overdue fines unless the amount exceeds \$15.00 in a school year (August-July) and will not be charged for one lost or damaged item per school year.

Dvds are not allowed to be checked out on an Educator Card. The Director may make exceptions.

Homebound Patron Card

Homebound cards are issued to patrons who are in a nursing home or due to health reasons are unable to come to the Library. Homebound patrons will not be charged overdue fines.

REPLACEMENT CARDS may be purchased at a cost of \$2.00. If the card is unreadable or broken and is returned to the Library, it will be replaced free of charge.

Adopted by the Board of Trustees 4/18/2017 ; effective 4/18/2017.