



## BOARD OF TRUSTEES POLICY CIRCULATION

### THRESHOLDS GOVERNING PATRON BORROWING PROFILE, LOAN PERIODS, CHARGES AND EXTRA SERVICES

#### *Patron Borrowing Profiles:*

LIMITS PER CARD	ADULT	GOLDEN BUCKEYE	JUVENILE	TEMPORARY
Items borrowed	50 items	50 items	50 items	10 items
Registration renewal	5 years	5 years	5 years	12 months
Monetary Limit	\$1,000	\$1,000	\$1,000	\$200.00
Overdue items not to exceed	25 items	25 items	25 items	25 items
Bill threshold	\$15.00	\$15.00	\$15.00	\$15.00
Request hold limit	25,000	25,000	25,000	No Holds
Fine exempt	Yes	Yes	Yes	Yes
Claims returns	25	25	25	25

#### *Loan Periods and Renewals:*

Item Type	Loan Period	Number of Allowed Renewals	Are Holds Allowed?	Fines Per Day
Books	21	20	Yes	No Fine
Books on CD	21	20	Yes	No Fine
CDs	21	20	Yes	No Fine
Comic Books	21	5	No	No Fine
DVD and Blu-Ray Sets	21	20	Yes	No Fine
DVD and Blu-Rays	7	20	Yes	No Fine
EEKits	21	0	No	No Fine
Hotspots	7	1	Yes	No Fine
Adult Non-fiction DVDs	21	20	Yes	No Fine
Juvenile CD Kits	21	20	Yes	No Fine
Playaway Launchpads	7	0	No	No Fine

Magazines	21	5	No	No Fine
New Books	21	5	Yes	No Fine
New CDs	21	5	Yes	No Fine
New DVD and Blu-Rays	7	5	Yes	No Fine
No Hold Book on CDs	21	5	No	No Fine
No Hold Books	21	5	No	No Fine
No Hold CDs	21	5	No	No Fine
No Hold DVD and Blu-Ray Sets	21	5	No	No Fine
No Hold DVD and Blu-Rays	7	5	No	No Fine
Playaways	21	20	Yes	No Fine
Video Games	7	2	No	No Fine

*Borrowing rules are based on material loans for regular Adult and Juvenile library cards. Specialty library cards may have different borrowing rules. If you have any questions please call us at 216-261-5300 ex. 5189.*

**Charges for lost, missing and/or damaged items. Note, an item is assumed lost when it is 21 days overdue.**

#### **CDs**

**Book 3.00**

**Single Jewel Box or Browser Sleeve .50**

**Double or Triple Jewel Box 1.00**

**Damaged or lost CD Cost**

**Insert (paper) 3.00**

**Book on CD containing 1 or 2 CDs Cost**

**Book on CD containing 3 or more CDs 8.00 per disc**

**Plastic media bag .50**

#### **DVDs, BLU-RAYS and VIDEO GAMES**

**Damaged or lost Cost**

**Insert 3.00**

Case (single)	1.00
Case (double)	2.50
Case (3 or more)	10.00

#### WI-FI HOTSPOT

Damaged or lost	Cost
Case	8.00
USB Cable	10.00
AC Adapter	7.00
Insert	1.00

*There is a 7-day waiting period for new adult card holders to check out a Hotspot. Juveniles are not permitted to check out Hotspots. Juvenile cards may not be used to check out Hotspots, non-CLEVNET items, video games and launchpads.*

#### LAUNCHPADS, PLAYAWAYS AND PLAYAWAY VIEWS

Damaged or lost	Cost
Case	8.00
Charger	17.00
Insert	1.00

#### HOOKED ON PHONICS

DVD	20.00
Large book	10.00
Quick Start guide	1.00
Small book	3.00

#### NON-CLEVNET INTERLIBRARY LOAN

Damaged, lost or missing	Cost
Processing fees	Cost

<b>Postage</b>	<b>Cost</b>
<b>WorldShare</b>	<b>10.00 Maximum</b>

**MISCELLANEOUS ITEMS**

<b>Bar code label</b>	<b>.50</b>
<b>Book jacket or plastic book cover</b>	<b>.35</b>
<b>Check returned for insufficient funds</b>	<b>15.00 non-refundable</b>
<b>Damage per page of book</b>	<b>.25</b>
<b>Damaged or lost book</b>	<b>Cost</b>
<b>Library Card</b>	<b>1.00</b>
<b>Magazine</b>	<b>5.00</b>
<b>Microfilm copies</b>	<b>.10</b>
<b>Pamphlet</b>	<b>1.00</b>
<b>Pamphlet/pamphlet carrier envelope</b>	<b>.50</b>

***Extra Service Costs:***

<b>Photocopy – Black &amp; White</b>	<b>.10 per page</b>
<b>Photocopy – Color</b>	<b>.25 per page</b>
<b>Outgoing Fax</b>	<b>.75 per page</b>
<b>Outgoing Fax for Integrated Services Benefit Participants</b>	<b>Free</b>
<b>Library Bag</b>	<b>Cost varies, tax included</b>
<b>Flash Storage Drive</b>	<b>Cost varies, tax included</b>
<b>EEKit</b>	<b>Cost varies, tax included</b>
<b>Earbuds</b>	<b>Cost varies, tax included</b>

**CLEVNET NETWORK**

The Euclid Public Library is a member of the CLEVNET Network, which is an integrated computer system that includes libraries across Northern Ohio, and which provides Library patrons access to the

collections of every member library. Library patrons may borrow materials from participating CLEVNET member libraries, subject to the individual library policies. Items checked out from member libraries may incur fines or lost charges. The CLEVNET Network's integrated computer system contains personal information about its member library patrons (including Euclid Public Library patrons) that member libraries may access. More information can be found in the Library's policy on Confidentiality of Records and Privacy Policy.

#### **DVD AND BLU-RAY CIRCULATION**

Upon written request of a parent or legal guardian, patrons under the age of eighteen (18) will be restricted to borrowing only juvenile DVDs or Blu-rays.

#### **ELECTRONIC RESOURCES**

Based on format, items circulate for 7 to 21 days. Loan periods, limits and renewals vary per vendor. There are no overdue/lost charges for electronic resources.

#### **LOST OR STOLEN LIBRARY CARD**

Patrons agree to report a lost or stolen card immediately, and to accept full responsibility for any Library materials lost, damaged or stolen while checked out on their card(s).

#### **PATRON'S PERSONAL EQUIPMENT**

The library is not responsible for any damages to personal equipment resulting from the use of library materials.

#### **NATIONAL LIBRARY CARD SIGN-UP MONTH**

The Euclid Public Library will participate in the annual National Library Card Sign-up Month each September. The goal is to encourage children to register for a new library card and/or receive a waiver to clear any outstanding fines, EPL lost items and fees.

#### **OUTREACH SERVICES DEPARTMENT**

Patrons who receive materials through the Outreach Services Department may borrow any circulating item. All items are charged out for thirty (30) days. The Department also provides deposit collection for Euclid institutions. These collections are loaned to the institution for a period of up to three (3) months.

#### **REFUNDS FOR LOST ITEMS**

Refunds will be issued for any lost Euclid Public Library item that is returned in good condition within two months of payment for the item. To receive a refund a patron must have a receipt. For a lost item(s) paid for by cash or check, a refund check will be issued by the Fiscal Office. For a lost item(s) paid for by MasterCard or Visa, a credit will be issued immediately to the credit card account if the patron has the card and receipt in hand. Refunds will not be issued for any damaged material. Euclid Public Library does not issue refunds for other library's lost items.

#### **MAINTENANCE OF LIBRARY CARDS**

Lost and overdue charges for regular EU-JV and EU-JVAV cards are forgiven or cancelled when the child is 18 years of age and the charges are disputed. Parent/Guardian access and parent/guardian driver's license number are removed, a new application is signed, the original application is shredded, a replacement card may be issued and the profile code is changed to adult.

Lost and overdue charges for Teen Triad cards are forgiven or cancelled yearly and card is purged from the system when the teen is 18 years old or when the card is inactive for 3 years.

Lost and overdue charges for 3 for Me cards are forgiven or cancelled yearly and card is purged when child is 14 years old or card is inactive for 3 years.

All cards with a status of Collections will have charges forgiven or cancelled and will be purged from the system after 7 years.

Charges on library cards may be forgiven or cancelled at the discretion of the Director or Circulation/Technical Services Manager.

All items belonging to Euclid Public Library (EPL) will be free of overdue fines (Fine Free). Fine free will be applied to all existing EPL checkouts and previous EPL checkouts.

### **SUSPENSION OF BORROWING PRIVILEGES**

Borrowing privileges for physical items will be suspended when thresholds are exceeded under any of the following conditions, including when:

- lost, processing fees, missing or damaged material exceeding the \$15.00 limit;
- 25 items or more are overdue;
- 25 claims return or more are on the card;
- non-compliance with non-CLEVNET Interlibrary Loan Policy;
- the card exceeds the item or monetary threshold
- the card is expired, barred, stolen or lost.
- Unlawful conduct as described below and/or violations of our Patron Code of Conduct

Checkouts of our electronic resources are allowed when thresholds for physical items result in the suspension of borrowing privileges.

### **UNLAWFUL CONDUCT**

It is the policy of the Euclid Public Library to apply its Code of Conduct and to pursue available legal remedies (civil and/or criminal), as the circumstances warrant, to address illegal conduct by patrons. The Library may consult the Cuyahoga County Prosecutor's office and/or the Library's legal counsel when deciding to pursue legal remedies.

Conduct that may subject a patron to prosecution and/or other legal remedies includes, without limitation, conduct such as:

- obtaining Library materials by theft or fraud;
- using another person's library card without their permission;
- obtaining a library card through fraudulent means; and
- selling library materials checked out on a CLEVNET library card.

If the Library determines that an individual has obtained a library card or materials by fraudulent means, the Library will follow its Code of Conduct, which may include suspending the individual's borrowing privileges.

*Adopted by the Board of Trustees 03/15/11*

*Revised 10/15/13; 04/15/14; 04/21/15; 05/19/15; 05/17/16; 12/19/17; 12/18/2018; 04/21/2020; 2/16/2021; 01/18/2022; 08/16/22*

