

Wadsworth Public Library

Policy on the Circulation of Library Materials

Borrowing Regulations

1. Ohio residents are entitled to free library services and may apply for a library card. By Ohio law, library records are confidential (see the Library's Confidentiality policy for more information), and the Library does not permit spouses or other family members to use each other's library cards. The Library offers individual, family, and teacher loan cards.
 - a. Please see the Library's Teacher Loan Policy for information specific to the teacher loan cards.
 - b. The Library offers a family library card which allows all members of a family to consolidate their borrowing records into a single account. Each family member who is issued a family library card, must surrender their personal library card. All outstanding charges and fines on the personal cards must be cleared at the time of registration for a family library card.
2. Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Thereafter, the card issued in the customer's name must be presented when borrowing items from the Library.
3. Each adult customer is held responsible for all items charged out on his/her card.
4. Parent/guardian signature is required for children under 18 years of age. The parent/guardian will be responsible for guiding the child in the selection and use of library materials; this is not the responsibility of the Library. In addition, the parent/guardian is responsible for the payment of all charges incurred on the card.
5. Customers must be at least 18 years of age to borrow a laptop computer. The first time a customer borrows a laptop computer, a "Laptop Loan Application/Agreement" must be completed. In addition, new cardholders may not borrow a laptop for home use until they've had a valid library card for two months.
6. Cards issued by the Wadsworth Public Library may be used at other SearchOhio member libraries at the discretion of those libraries, including the Cuyahoga County Public Library, Akron-Summit County Public Library and Stark County District Library. In addition, the Wadsworth Public Library will honor library cards issued by other Search Ohio member libraries.

Library Card

1. To qualify for a library card, customers must complete an application form either in person or online at the Library's website. A photo ID and proof of current address must be provided when the card is issued. Children under 18 years of age must be accompanied by a parent/guardian. Library materials may be borrowed at the time the application is completed.
2. A replacement card may be obtained upon the payment of any fines exceeding the maximum allowable amount in item #4 under Fines (see below); the return of all overdue library materials; and the payment of a \$1.00 replacement fee.
3. No person shall damage or fail to return library materials borrowed from the Library.
4. No person shall abuse a library card issued by the Library without the risk of permanently losing borrowing privileges. Abuse of a library card shall consist of any of the following acts:
 - a. Obtaining or attempting to obtain a library card by means of false identification or address.
 - b. Using or attempting to use a library card which has been revoked.

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Borrowing Periods

1. All items in the Wadsworth Public Library's circulating collection may be borrowed for a period of 14 days with the exception of the following:
 - a. Framed Art – 30 days
 - b. Best Seller Express (current "in-demand" titles) – 7 days
 - c. VHS/DVD Items – 7 days
 - d. Laptops (in Library) – 2 hours
 - e. Laptops (Home) – 7 days
2. Items checked out from other Search Ohio libraries circulate for the following periods:
 - a. Print items – 21 days
 - b. Media items – 7 days
3. Wadsworth Public Library items may be renewed up to five times, as long as there is no outstanding reserve on the item.
 - a. Items may be renewed at the Customer Service Desk, by telephone or via the Library's web site
 - b. Framed Art may be renewed one time only
 - c. Interlibrary loan items from non-SearchOhio libraries may not be renewed unless specifically permitted by the lending library.
 - d. Laptops are not renewable.
4. Items from other SearchOhio libraries may be renewed for the following time periods:
 - a. Print items – three renewals if there is no reserve on the item
 - b. Media items – three renewals if there is no reserve on the item

Fines - Wadsworth Public Library

1. Fines will be charged for all days the Library is open.
2. The Library's after-hours book drops are available whenever the Library building is closed. Items placed in the Library's after-hours book drops are considered as having been returned on the day that the Library building was last open.
3. Wadsworth Public Library overdue fines are as follows:
 - a. All materials except VHS/DVD and Laptops – 10 cents per day
 - b. VHS/DVD - 50 cents per day
 - c. Laptops (in Library) - \$10.00 per half hour
 - d. Laptops (Home) - \$15.00 per day
 - e. The maximum fine per item is the original purchase cost; the replacement cost; or an assigned default value, depending on the information available for the item.
 - f. No fines are charged for items borrowed from the bookmobile.
4. Personal card holders owing five dollars (\$5.00) or more in fines [and/or charges] will be prohibited from borrowing. The limit for family card holders is \$15.00.
5. If a customer receives an overdue notice for an item that he/she returned, the Library will annotate the item in the customer's account as "claimed returned." An account may have only three claimed returned items on it at any one time.

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Fines—Search Ohio Library materials

1. Overdue fines for materials borrowed from other Search Ohio Libraries are as follows:
 - a. All materials 50 cents per day
 - b. Maximum overdue fine is \$5.00

Lost Materials - Wadsworth Public Library

1. If a customer cannot locate an item at the time it is due to be returned, the customer may formally report it “lost,” thereby stopping the further accumulation of fines.
2. A customer will be charged a “lost item fee” to replace a lost item. This fee includes the replacement cost of the item and a \$2.00 processing charge per item. If the lost item is found and returned, the Library will refund the replacement cost, if the following criteria are met:
 - a. The item is found and returned less than thirty (30) days after the “lost item fee” was paid.
 - b. The item is in good condition – defined as able to be circulated.
 - c. The customer brings the “lost item fee” receipt with the item(s) when it is returned.
 - d. The item belongs to the Wadsworth Public Library. (No refund can be made if the item is owned by another Search Ohio library or other lending agency.)
 - e. There is a three-refund limit per customer every two years.
3. No refund will be paid in cash. Lost materials and related fees paid by cash or check will be refunded by check and mailed to the customer. This process may take up to four weeks to complete. If paid by credit card, the Library is required to refund the credit card account used to make the payment; existing regulations prohibit making a refund by cash or check when payment was made by credit card. Please allow two to four weeks for your credit card refund to be processed. If you do not receive your refund within the stipulated time periods stated above, please contact the Business Office at 330-335-1297 or 330-335-2606.

Lost Materials - Search Ohio Library materials:

1. A replacement fee of \$25.00 will be billed for any Search Ohio item not returned within 30 days of the due date.

Damaged Materials

1. When items are no longer able to be circulated; need excessive cleaning and repair; or when pieces of an item are lost or in need of replacement, a fee will be assessed.
2. These fees will vary depending on the type of problem and format of the damaged item.
3. If a damaged item needs to be replaced, the customer will be charged the replacement cost of the item, plus a \$2.00 processing charge per item.
4. Damage to a laptop and/or its peripherals will result in full repair and/or replacement costs. Lost, stolen, or unreturned laptops will be assessed a \$1,000 replacement charge and a \$15.00 service fee (for in-Library laptops) or a \$1,500 replacement charge and a \$15.00 service fee for home use.
5. Non-Wadsworth Public Library materials that are damaged will be sent back to the owning library which will determine the damage charge for the item.

NSF Fees

In the event the Library receives funds for fines, fees, and/or lost materials, etc. by check, and the check is returned because of non-sufficient funds (NSF) by our depository, the Library will:

1. Place the pertinent paid fines and fees back on the customer’s Library record,

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2. Add an additional \$15 fee to the customer's record for the NSF returned check, and
3. Note "cash or credit card payments only" on the customer's record.

Collection Agency

The Library has contracted with a collection agency to assist in the retrieval of long overdue materials and to collect outstanding fines/fees from accounts. Customer accounts will be forwarded to the agency when:

- Items are six weeks overdue; and/or
- An account has fines/fees totaling \$25.00 or more.

A non-waivable \$10.00 collection agency fee will added to each account that is forwarded to the collection agency.

Authority

The Director has the authority to waive or modify any part of this policy at his/her discretion.

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