



Circulation of Library Materials

Board approved: 6/2011

Revised: 8/2013, 9/2014, 12/2018

General Statement of Patron Responsibility

A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines and/or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

To avoid errors and to protect the patron's account, a patron should present a library card or photo identification when he or she checks out library materials. If the patron cannot provide his or her library card or photo identification at check-out, library staff will verify the patron's identity and account by asking the patron for his or her name as well as the phone number, birthdate, or mailing address associated with the account.

Borrower Registration

Persons age 3 and over are eligible, with proper identification, to register for a Granville Public Library card. Adults (patrons age 18 and over) must present valid photo identification, e.g. driver license or official state ID, to register for a library card. Minors (patrons under age 18) must have an adult with them at the time of registration in order to register for a card. The accompanying adult, if not the minor patron's parent or legal guardian, must be authorized by the parent or legal guardian to register the minor patron for a card. The accompanying adult, if not already a GPL cardholder, must present valid photo ID to register the minor. Temporary residents must provide both permanent and temporary or school addresses. Denison students must provide their permanent and their college addresses, as well as a student ID.

Educator Cards

Educators, e.g. daycare providers, homeschool instructors, and school teachers at all grade levels, are eligible to register for a Granville Public Library educator card. Educators must present valid photo identification and official proof of educator status at the time of registration in order to receive an educator card. Items checked out on an educator card do not accrue overdue fines, but patrons with educator cards will be charged for replacement costs related to lost and/or damaged items that cannot be repaired. Items checked on an educator card should support classroom activities and should not be for personal use. A patron must have an educator card in order to check out teacher collection items.

Lost, Stolen, or Damaged Cards

A patron should report a lost or stolen library card to the library as soon as possible so that the account can be deactivated. The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time that he or she reported to the library that it is lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library, and one will be provided free of charge.

Revoking of Borrowing Privileges

Borrowing privileges are revoked for any patron owing the library any amount in replacement, missing item and/or damaged fees and will remain so until fee payments are made or the item is returned in usable condition.

Borrowing Periods

- Blu-rays, DVDs, and VHS (feature films): 1 week
- TV series on Blu-ray and DVD: 2 weeks
- Select new books (browsing collection): 2 weeks
- Holiday books: 2 weeks
- Teacher collection books: 6 weeks
- All other materials: 4 weeks

Renewals

Any item, aside from those from the browsing collection (see explanation below), may be renewed four times provided that another patron has not requested the item through the catalog. Renewals extend the borrowing period of an item by one, two, three, or six weeks, depending upon the format and original borrowing period of the item. If there is not an active hold on the item, it will renew automatically.

Browsing Collection

In an effort to keep copies of new and popular items on the shelves and available to visiting patrons, library staff have developed a browsing collection. Items in this collection cannot be renewed, will not accept holds through the library's catalog, and, in some cases, have different borrowing periods than other items of the same format.

Borrowing Limits

- Music CDs: 20 per person per day
- Blu-rays and DVDs: 8 per person per day
- Total items out at any one time: 50 items (any format)

Overdue Fines

The Granville Public Library eliminated fines for overdue library items, effective January 1, 2019

Fees for Lost or Damaged Materials

Items that are overdue for a period of 30 days or more are considered lost, and the replacement cost of the items will appear on the patron's account. Replacement fees are calculated as the suggested retail price of an item at the time the item was added to the library's collection. Should the patron return an

item that is considered lost that he or she has not paid for, the replacement fee will be waived, but the patron is still responsible for any overdue fines associated with the item.

Patrons are also responsible for replacement fees for any items damaged, through apparent neglect or abuse, to the point that the items become unusable and cannot be repaired. Patrons are not charged replacement fees for damages associated with age or normal wear and tear.

Refunds

If a patron pays the replacement fee associated with an item and manages to find and return that item in good condition within one year of the payment, he or she will be refunded the replacement fee provided there is a receipt on file for the payment.

Courtesy and Overdue Notices

Patrons receiving email notifications from the library will be alerted via email when items are coming due and if they have become overdue.