

DAYTON METRO LIBRARY

Title: BORROWING PRIVILEGES AND SCHEDULE OF CHARGES	Policy Number: PS 321
Effective Date: 11/1/2007	Last Reviewed/Revised: 03/25/2021

I. POLICY

Borrowing Library materials is a privilege extended to any patron with a valid Dayton Metro Library or consortium Library card. Library patrons are responsible for the care and return of items checked out on their accounts and will be charged for lost and damaged materials. To ensure maximum use of library collections and availability of materials for all members of the community, the Library establishes borrower card types with differing borrowing privileges and limits. Borrowing privileges may be restricted on accounts for those who have not returned materials or paid accrued fees.

II. DEFINITIONS

Lost items - Library materials checked out on a patron's account that are not returned will be declared lost twenty-one (21) calendar days after the due date or when declared lost by the patron.

Damaged items - Items that are damaged beyond repair and can no longer circulate are considered damaged items. Examples of damage include, but are not limited to, offensive odors, water damage, stains, torn pages or covers, scratched or broken media items, missing parts of sets, etc. Items that become unusable due to accumulative wear and tear under normal use are not considered damaged.

III. REGULATIONS

1. Borrowing Privileges and Limits: Users may borrow Library materials up to the following maximums according to the following card types:

- New Cards – Maximum of 10 items may be borrowed from the circulating collection for the first eight weeks if borrower can produce photo ID and proof of current address.
- Unverified New Cards – Maximum of 3 items from the circulating collection may be borrowed for the first eight weeks if borrower can produce photo ID but not proof of current address. After the card is mailed, the borrower can have a maximum of 10 items checked out at a time for the remainder of the eight week period.
- Regular Cards – New cards with verified addresses become regular cards after eight weeks. Maximum of 50 items from the circulating collection may be borrowed at one time.
- Extended Privilege Cards – Extended borrowing privileges to a maximum of 99 items may be requested if borrower is in good standing after a minimum of one year.
- Teacher Cards, Institutional Cards, Homebound Cards, Ecards, and First Club Library cards are issued under specific guidelines.
- Student cards (Child) – Maximum of 3 children's print items may be borrowed.
- Student cards (Teen) – Maximum 3 print or audio items may be borrowed.

Requests for holds – Maximum of 50 outstanding hold requests.

Renewals – Items renew automatically up to five times provided the item is not needed to fill a hold request.

2. Borrowing Restrictions: Users may be restricted from borrowing additional items, renewing items, or placing holds if fees, charges and other thresholds have been exceeded as described below:
- Total accrued fees and other charges of \$10.00.
 - Fraudulent Library Card Applications or Financial Payment Agreement.
 - Failure to maintain payment schedules agreed to in Financial Payment Agreement.
 - 10 items overdue.

Borrowers owing more than \$30.00 in accumulated fees and charges may enter into a Financial Payment Agreement to restore borrowing privileges on an installment plan.

3. Fees:
- For items reported lost or not returned items considered lost, the responsible card holder will be charged the cost of lost item(s). Refunds will only be given for items paid for within the last six (6) months from the Polaris lost date.
 - A processing fee of \$10.00 is charged for damaged item(s). Damaged items are not returned to the patron unless the replacement value is less than \$10.00 and the processing fee is paid in full.
 - Residents of Ohio are provided cards free of charge. Non-residents will be charged a fee of \$25.00 annually.
 - A collection agency fee of \$10.00 will be charged for failure to pay off outstanding balances in excess of \$25.00 or failure to return an item that is thirty-five (35) days overdue.
 - Insurance and other fees may be imposed by a lending library when borrowing through an interlibrary loan program.

IV. GUIDELINES

A borrower with a unique situation or extenuating circumstance that made it difficult to return Library materials may file a Library Account Resolution Form to request that assessed fees be reduced or waived.