



Board of Trustees Policy Circulation

Loan Periods, Renewals, and Fines

Item Type	Days of Loan	# of Renewals	Fines per Day	Maximum Fine
Adult & Juvenile Books	21	5	-	-
Browser Books	21	0	.10	3
Magazines	21	1	-	-
Audio Books	21	5	-	-
CDs	21	5	-	-
DVDs & Blu-ray	7	2	-	-
Browser DVDs	7	0	1.00	3
Non-Fiction DVDs	21	0	-	-
DVD Sets	21	0	-	-
Devices	14	0	1.00	10
Equipment	7	0	5.00	25
Puppets & Puzzles	21	0	-	-
Framed Art	84	0	.50	10
Interlibrary Loans	21	0	-	-
Hoopla e-books & e-audiobooks	21	Limit of 25 Hoopla checkouts per month		
Hoopla movies	3			
Hoopla music	7			
Overdrive e-book, e-audiobooks, e-magazines	Choose 7, 14, or 21	Limit of 20 Overdrive checkouts at a time		
Overdrive movies	7			

Fines

The Burton Public Library has eliminated overdue fines on most items. Exceptions are Browser Materials, Devices, Equipment, and Art. Fines will still accumulate on items that belong to other CLEVNET libraries, but will be removed from your account when you return the item(s).

The maximum cumulative overdue fine is \$10. If fines and fees total \$10 or more, the cardholder will not be allowed to borrow or renew material.

Borrowing Privileges

Burton Public Library issues library cards which allow cardholders to borrow material from participating CLEVNET member libraries, subject to individual library policies. Only one CLEVNET card is permitted per individual with the exception of the Educator card.

Patrons may check-out up to 100 items at a time. If 10 or more items are overdue, an account will be blocked until items are returned.

Burton Public Library material may be returned to any CLEVNET library.

Patrons are responsible for all material checked out on their cards, and if such material is returned late, damaged, or lost, patrons are responsible for paying fines or replacement fees.

Please report lost or stolen library cards immediately.

Patrons may check-out up to 15 e-media items per month on Hoopla, and 20 e-media items per month on Overdrive. Streaming titles on the RB Digital site (Acorn, IndieFlix, Qello, Great Courses) are unlimited.

Renewals

As part of the CLEVNET consortium, the Burton Public Library offers automatic renewals on eligible library materials. Items can also be renewed in person, by telephone or by using the My Account feature on the website.

Items won't be renewed if:

- Another patron has placed a hold on the item.
- The item has reached its renewal limit.
- Patrons have a BLOCKED or BARRED status.

Lost or Damaged Items

An item more than 28 days overdue is considered lost, and the cardholder must either return the item or pay to replace the item.

The library cannot issue refunds for lost and paid items.

Damage to material beyond normal wear and tear is the responsibility of the cardholder. Replacement charges are assessed for damaged items.

Replacement copies of material purchased by the customer will not be accepted for lost or damaged items.

All cardholders must pay for lost or damaged material regardless of the fine exempt status of the item or the borrower.

Collection Agency

In order to protect its investment of public money in library material and services, the library works with a collection agency to retrieve long-overdue material.

An account with charges for lost or damaged materials of \$50 or more that is 10 weeks past due will be sent to collection and a \$10 non-refundable service charge will be added to the account.

The collection agency will contact the patron by phone and letter over the following 120 days in hopes of resolving the problem.

Library Card Eligibility

Any Ohio resident can apply for a Burton Public Library card. This requires valid government-issued identification along with proof of current address (if not listed on the ID).

Acceptable forms of photo identification include: a driver's license, state ID card, passport and US military ID.

Acceptable proof of a current address: a printed personal check showing the current address, a utility bill or mail received at the address shown on the application.

The Burton Public Library offers the following card types:

Adult

- Ages 18-59.
- Registration renewal after 3 years.

Golden Buckeye

- Ages 60+.
- Registration renewal after 3 years.
- This card is fine free including material types that still accrue fines such as Browser materials.

Juvenile

- Ages Birth – 17
- Registration renewal after 3 years.
- Parent or Legal Guardian must sign application.
- Parent or legal guardian assumes responsibility for all activity (including payment of fees incurred) on the card.

Juvenile – No Video

- Ages Birth – 17
- Registration renewal after 3 years.
- Parent or Legal Guardian must sign application.
- The borrowing of movies is not permitted.
- Any applications submitted in conjunction with an official class visit will default to Juvenile – No Video until a parent requests the change of status at the Library.

Educator

- Teachers from public and private, parochial, homeschool and charter schools as well as licensed child care centers
- Registration renewal after 3 year
- Proof of employment in the form of: valid paystub within the last thirty (30) days, a valid School ID badge, a current letter on the school's or program's letterhead confirming employment.
- Employment and address verification must be provided to renew the card.
- Educator cards may only be used at the Burton Public Library.

Temporary

- Ages 18 +
- Registration expires after 1 month
- Limited to borrowing 3 items

Home Service Delivery

The Burton Public Library provides a delivery service to patrons who are unable to visit the library regularly. Individuals or families who live within the Berkshire School District, and have a temporary or permanent disability or those who are disadvantaged by transportation are eligible for this service.

Confidentiality of Library Records

To comply with Ohio law and the Burton Public Library Confidentiality of Circulation Records Policy, the library does not release personal information, allow anyone to pick up items being held for another patron, or disclose what another patron has borrowed from the library except in the following circumstances:

A person who presents that patron's card may receive information from that patron's record and/or complete transactions on that patron's behalf.

A parent or guardian who is listed in the "care/of" line of a minor's record may, upon presentation of a government-issued photo ID, receive information about the record and pay overdue fines. In order to borrow materials on a minor's card, the parent or guardian must provide the minor's library card or be accompanied by the minor.