

## Overdue Items:

Overdue Item: Any item returned after the due date is overdue.

Overdue Checkout: Patrons are permitted to check out additional items if they have overdue items on their account. Patrons are not permitted to check out additional items if they have long overdue items on their account. "Long overdue" is defined as anything overdue by 21 days or more.

## Overdue Fines:

a. 10 cents per day per item – includes all items except Quick Read items, Video-Games and DVDs which is \$.50 per day.

b. Overdue fines will not be charged on days when the library is closed.

2. Whenever fines or fees reach \$10.00 or more, borrowing privileges shall be suspended. Borrowing privileges will be reinstated when fines or fees are paid below \$10.00.

3. Any returned check from the patron's bank shall be subject to a \$25.00 returned check fee. The accumulated fines, fees or lost charges shall be reinstated on the patron's card.

4. Patron accounts with \$25.00 in accumulated, fees for lost or damaged items will be turned over to a collection agency 35 days after the due date.

5. Each patron shall be responsible for materials checked out on his/her card, including fines for late returns, lost items, and items damaged beyond repair. For lost and damaged items, the replacement cost plus a \$5.00 processing fee will be charged. Once replacement cost for lost material has been paid, there will be no refunds. A lost or damaged item may be replaced with an exact, new copy of the item plus the \$5.00 processing fee with the prior approval of the appropriate library manager.

## Loan Periods

Video-Games	7 days (limit of 5 per card)
DVDs	7 days (limit of 10 per card)
Quick Read Books & DVDs	7 days
Tabletop Games	28 days (limit of 5 per card)
Hotspots	14 days (limit of 1 per card)
Books	28 days
New Books	21 days
Books on CD	28 days (limit of 10 per card)
Music CDs	28 days (limit of 10 per card)
Teacher Kits	28 days (limit of 2 per card)
Vacation Loan	6 weeks (no renewal)

Most Pickerington Public Library (PPL) items will automatically renew three (3) times for the same length of time as the original check-out unless another patron has placed a hold on the item, or it is a Quick Read or Mobile Hotspot. Materials on loan from other Central Library Consortium (CLC) Libraries may automatically renew for different periods of time. Some CLC libraries do not offer automatic renewal; items from those libraries must be renewed manually, through the library website, by presenting them at the circulation desk, or by phone.

A hold may be placed on most items with a limit of 25 holds per card.

A library patron shall be limited to checking out an aggregate of 50 items per card. However, new patrons are limited to a total of 10 items checked out at any one time during the first 28 days. Patrons under age 18 may check out books only during the first 28 days (no audio-visual materials.)

The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.

Copyright laws limit Video-Games, Music CDs, Audio Books and DVDs to home viewing and/or listening only and prohibit their duplication. Tampering with or altering library materials in any manner, is strictly forbidden.

201 Opportunity Way  
Pickerington, OH 43147  
Phone: 614-837-4104  
www.pickeringtonlibrary.org



## CARDHOLDER POLICY



### LIBRARY HOURS

**Monday - Thursday**

**9 a.m. - 8 p.m.**

**Friday/Saturday**

**9 a.m. - 6 p.m.**

**Sunday**

**1 p.m. - 5 p.m.**

**Holiday closings can be found on the website and will be posted in the library.**

Accessing Account Online:

Log on to [pickeringtonlibrary.org](http://pickeringtonlibrary.org)

Click My Account

Sign in using your **PPL library card number** (no spaces) and **PIN** (4 digit number)

## Issuing Library Cards

There is no charge to apply for a library card. There is a charge of \$2.00 for each replacement library card. Proper identification is required to receive a replacement card. See “**Examples of Acceptable ID**” below.

Patrons must provide a written or electronic signature signifying their acceptance of the Cardholder’s Policy. Library cards will be issued only to those patrons or organizations residing in Ohio.

Adults age 18 and older, must present a photo ID and verification of current address. Acceptable photo IDs must include a photograph and printed name. If photo ID does not include the patron’s current address, he or she must present one piece of official documentation for verification of their current address. A patron providing the required identification will immediately receive their library card.

If photo ID presented does not include the patron’s current address and the address cannot be verified using acceptable documentation, the library card will be mailed to the patron. Check out will not be available until the patron receives their card through the U.S. Mail.

### **Acceptable ID:**

Driver’s license, State issued ID, Passport, Military ID, Work ID, School ID, Green Card/Matricula Consular, Credit card with photo

### **Acceptable Documental for Address Verification:**

Personal checkbook, Current year car registration, U.S. mail postmarked within past two weeks, Lease agreement, Property tax receipt, Insurance card, Voter registration card, College enrollment papers, Pay stub.

**A Student Card** is available to patrons age 17 and younger who do not currently have a library card. Student patrons may sign up for this card without the need for a signature from a parent or guardian.

- The student patron shall be limited to three (3) print items at a time and is permitted to place three (3) holds on print items
- Loan periods and renewal limits follow material types, the same as for a Full Access patron type
- The Student Card shall not accrue past due fines
- The student patron must be responsible for lost/damaged fees
- The Student Card will not be subject to 3<sup>rd</sup> party collection action
- The Student Card shall expire on the patron’s eighteenth (18<sup>th</sup>) birthday

## Teacher Cards

To apply for a Teacher Card, in addition to other required forms of acceptable ID, applicants must show a recent pay stub from the school, preschool, or day-care where employed. In addition to all the privileges of Full Access cards, Teacher Cards allow a nine (9) week loan period for items, but with no renewals. Two (2) lost items per school year will be allotted to the account if necessary. Fines will be assessed on overdue material. Any item from the print collection is permitted to be checked out using a Teacher Card. All nonfiction adult films as well as Juvenile Audio Visual items, with the exception of entertainment family films, can be checked out on a Teacher Card. Teacher Cards are good for three (3) years.

Any person or organization that resides in Ohio who agrees by written or electronic signature to be responsible for all materials they borrow, will be issued a library card and allowed to use the collections and other services of the Pickerington Public Library.

Cardholders will be responsible for all fines and fees charged to their library account as a result of use of library materials. Fines and fees that exceed an established amount and/or long overdue items will result in suspension of cardholder privileges until fines or fees are paid below the established amount and/or long overdue items are returned.

A lost library card shall be reported immediately. The cardholder is responsible for materials checked out up to the time the card is reported lost or stolen.

Parents or legal guardians of Minors, those 17 years of age and younger, must sign or electronically agree to be responsible for all materials borrowed by minors and to monitor the nature of all materials used by Minors, including materials accessed using Full Access library cards. Parents and legal guardians will have Minor library card choices:

1. Restricted 1: Minors may borrow print materials only. There is no access to audiovisual materials. Electronic Resources, including databases and downloadable content, are available for in-house and remote use.
2. Full Access: Minors may borrow any circulating item, including audiovisual materials. Electronic resources, including databases and downloadable content, are available for in-house and remote use.

The exception to this are Student Cards, which may be issued to Minors as a special limited access library card which does not require the signature of a parent or legal guardian.