

## The Lane Libraries Borrowing Policy

### Getting a Library Card

- Available to anyone working, living or attending school in Ohio.
- Requires valid photo ID, proof of current address and date of birth (*i.e. driver's license, state ID*).
- Application for a library card must be made in person.
- Children under 18 must have a parent/legal guardian's signature on application and parent/legal guardian must provide a photo ID.
- Please notify the library if lost, stolen or if your personal information changes.

### Loan Periods

ITEM TYPE	LOAN PERIOD	LOAN LIMIT
Books, Audiobooks, Music CDs, Kits & Magazines	28 days	100 holds, up to 200 items checked out
Video Games	28 days	2 games
DVDs, Blu-Rays & Portable Video Devices	14 days	25 DVDs/Blu-rays; 2 portable video devices
Lucky Day Books	14 days	5 books
Lucky Day DVDs	7 days	2 DVDs

### DIGITAL MATERIALS

Freeding	14 days	6 per month
Ohio Digital Library	7-21 days	10 at a time; magazines exempt
Hoopla	3-21 days	6 per month
RBdigital	21 days	10 at a time
Freegal		5 downloads per week

### ITEMS FROM OTHER LIBRARIES

SearchOhio	7-21 days	75 holds, checkouts included in Lane's 200 item limit
Interlibrary Loan ( <i>out of state</i> )	1-4 weeks	No limit ( <i>\$5 fee per item requested</i> )

### Nontraditional Items

Sewing machines, musical instruments and iPads (*in-library use only*) are available for checkout from the Oxford Lane Library. Please call (513) 523-7531 for more information.

(continued on back)

Fines are 15¢ per item, per day. Fines for SearchOhio are 50¢ per item, per day. Nontraditional items are \$5 per day.

For checkouts - in lieu of a library card, adults must present a photo ID (*picture and/or photocopy of ID will not be accepted*) with name and birthdate. Children/teens will be asked to verbally verify information listed on the patron account.

### **Overdue Materials and Fines**

- Patrons are responsible for all materials borrowed on their card.
- Notices are courtesies only. Failure to receive such notices does not exempt the cardholder from any fines due or collection agency fees.
- Items that have more than one piece will not be checked in until all of the pieces are returned.
- Lost or damaged items will be billed at the retail cost. The library will not accept a replacement copy of an item as payment.
- Patrons with accounts owing \$10.00 or more may not borrow items (*including some digital services*).
- Any account owing \$35.00 or more may be referred to a collection service with an additional, non-refundable fee of \$15.00.

### **Renewals and Returns**

- Items without holds will auto-renew up to 5 times (*account holders are not notified of failure to renew*).  
Exceptions: Lucky Day items, accounts exceeding \$10.00 in fines, digital items, SearchOhio materials.  
SearchOhio materials must be renewed in person or over the phone.
- There are 4 ways to renew items (*please have your library card number and four-digit PIN ready*):
  - In person
  - The Lane Libraries app: [www.lanepl.org/resources/apps](http://www.lanepl.org/resources/apps)
  - Our website: [www.lanepl.org](http://www.lanepl.org)
  - Phone any Lane Libraries location
- When renewing items online, double check the new due date of the items to make sure the items renewed.
- You can return library materials to any Lane Libraries location. We also have remote bookdrops at the following locations:
  - Wal-Mart, 3201 Princeton Rd., Fairfield Twp.
  - Meijer, 1560 Main St., Hamilton
  - Kroger, 1474 Main St., Hamilton
  - CVS, 3733 Hamilton Cleves Rd., Ross

**For information including all Lane Libraries' hours and locations please visit: [www.lanepl.org/about/hours-and-locations](http://www.lanepl.org/about/hours-and-locations).**