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

<table>
<thead>
<tr>
<th>ITEM TYPE</th>
<th>LOAN PERIOD</th>
<th>LOAN LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Audiobooks, Music CDs, Kits &amp; Magazines</td>
<td>28 days</td>
<td>100 holds, up to 200 items checked out</td>
</tr>
<tr>
<td>Video Games</td>
<td>28 days</td>
<td>2 games</td>
</tr>
<tr>
<td>DVDs, Blu-Rays &amp; Portable Video Devices</td>
<td>14 days</td>
<td>25 DVDs/Blu-rays; 2 portable video devices</td>
</tr>
<tr>
<td>Lucky Day Books</td>
<td>14 days</td>
<td>5 books</td>
</tr>
<tr>
<td>Lucky Day DVDs</td>
<td>7 days</td>
<td>2 DVDs</td>
</tr>
<tr>
<td>DIGITAL MATERIALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freading</td>
<td>14 days</td>
<td>6 per month</td>
</tr>
<tr>
<td>Ohio Digital Library</td>
<td>7-21 days</td>
<td>10 at a time; magazines exempt</td>
</tr>
<tr>
<td>Hoopla</td>
<td>3-21 days</td>
<td>6 per month</td>
</tr>
<tr>
<td>RBdigital</td>
<td>21 days</td>
<td>10 at a time</td>
</tr>
<tr>
<td>Freegal</td>
<td></td>
<td>5 downloads per week</td>
</tr>
</tbody>
</table>

ITEMS FROM OTHER LIBRARIES

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

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
  Our website: 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:
  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.