

301 North Sandusky Ave.  
Upper Sandusky, Ohio 43351

419-294-1345  
419-294-4499-fax

[www.upper-sandusky.lib.oh.us](http://www.upper-sandusky.lib.oh.us)

## **CIRCULATION POLICIES**

Adopted May 2, 1983

Revised: Dec 30, 1993; Mar 16, 2004; Oct 17, 2006; Dec 16, 2008; Oct 20, 2009; Aug 20, 2013; November 19, 2013; October 9, 2014; August 11, 2016, October 11, 2018, May 9, 2019, August 13, 2020, October 8, 2020, November 12, 2020

### **Borrowers**

Any resident of Ohio may obtain a USCL library card upon presentation of proof of current address. Children must be at least 5 years of age to obtain their own library card. Parent/guardian signatures are required for those under the age of 18.

There is no charge for the first card; replacement cards cost \$3.00.

Borrowers have full access to the collection unless a parent/guardian for borrowers under the age of 18 chooses to restrict their minor child. A parent may decide that the child:

- Cannot check out any materials from the young adult and adult collections, and cannot check out movies
- Cannot check out any movies
- Cannot use the Internet at the Library.

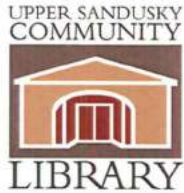
The parent/guardian must initial the back of the registration card at the appropriate line to deny access. Initials will also be required to restore access once it has been denied.

Parental permission is required for borrowers under the age of 18 to check out WiFi hotspots, laptop computers and some other Adventure Central items.

Borrowers are encouraged to bring their card with them each time they visit the Library. However, if patrons do not have their cards with them, the Library may check out materials to them if the patron can confirm their birthdate, phone number or address. A person without a card in hand may check out materials only on his/her own card. A family member's account may only be used if the card is presented.

### **Loan Periods**

Books (except new adult fiction)	28 days
New Adult Fiction Titles	14 days
Audiobooks & Great Courses DVDs	28 days
Magazines, non-book Adventure Central items, including WiFi hotspots, laptop computers	14 days
Movies (including nonfiction titles)	7 days
Overhead projectors	Negotiable



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Material may be renewed up to four times if no requests are on record for the title. Laptop computers and non-book Adventure Central items, including WiFi hotspots, may be renewed once by contacting the Library. Laptop computers and Adventure Central items may not be renewed online; automatic renewals do not apply to these items.

### **Overdue Fines and Other Charges/Restrictions**

Effective November 12, 2020, the Upper Sandusky Community Library will not charge fines for overdue materials. Fines assessed before this date will be forgiven.

Patrons are responsible for all materials checked out on their accounts. Lost items and items which are damaged beyond repair will be charged at the cost of the item.

Damaged items which the Library can repair and circulate again may be charged a damage fee of up to \$5.00. Missing or damaged barcodes are considered damage. Patrons who repeatedly return items that are damaged may be denied borrowing privileges.

Overdue notices are sent to patrons 7 days after an item is due. One bill will be sent as a final notice.

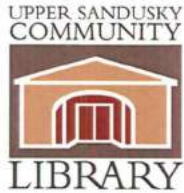
Library staff, retirees and homebound patrons do not accrue fines but shall be responsible for keeping items on their card up-to-date.

Teachers and homeschooling parents may obtain a Teacher's Borrowing Card in addition to their personal borrower card. The Teacher's card will allow items from the Upper Sandusky Community Library to be checked out for use in the classroom for six weeks (42 days), or two weeks for Adventure Central items (longer periods may be negotiated). They will be responsible for lost and damaged items. Items requested from other SEO Libraries will be borrowed under the usual terms.

A borrower with any overdue materials or \$5.00 or more in lost or damage fees will be restricted from checking out additional materials. Repeated failure to return materials in a timely manner may result in suspension of borrowing privileges.

### **Computer Usage**

The Library allows patrons to use designated computers for general internet access, research, game-playing and office applications.



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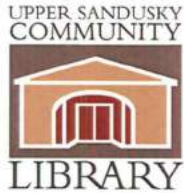
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Patrons under the age of 18 may be restricted from using the internet computers by their parent/guardian initialing the back of the child's registration card.

Computers for general internet access, game-playing and office applications may be used for 30 minutes. If no one is waiting, a person may continue using the workstation until requested by another.

The computer in the Heritage Room is meant primarily for genealogy research and is scheduled for 90 minutes. However, it may also be used, upon request or by reserving time, for testing or for other research in 90-minute increments. Library staff may limit walk-in internet users to 30 minutes on this computer if it is not in use for research or testing.

**Related Policies: OPLIN/Internet users**



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## **CIRCULATION PROCEDURES**

### **Borrower Procedures:**

New library cards will not be issued for persons who have a “blocked” account” in the SEO consortium database. A patron may request that a card from another SEO Library be deleted after return of materials and payment of any outstanding fines.

Applicants will be asked to show photo identification with proof of current address to register. A valid driver’s license, State of Ohio ID card, valid passport, work or school ID, credit card with photo, green card are valid ids. Address verification can also be made with current month utility bill, current year car registration, printed personal checks or mail postmarked within the last month. For children under the age of 18, the guardian must have valid ID and verification as listed above.

Staff may distribute registration cards at schools, fairs, and other events. When the registration card is returned to the Library, appropriate ID must be presented.

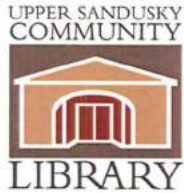
Ohio residents may self-register for either a temporary or digital-only account through the Library’s website. Temporary cards are valid for 60 days; digital only cards will be valid for 3 years. Either type of self-registered account may be modified to a standard library card upon presentation of photo identification with proof of address in person at the Library.

A person is assumed to have open access to all materials and services of the Library unless a parent/guardian restricts a child’s access to books, movies or the Internet by initialing the back of the registration card for this change. A parent or guardian may open access by initialing and dating the appropriate spaces on the back of the registration card.

### **Lending Procedures**

The limit for borrowing materials is 100 items except for those items specified below:

- ◆ Borrowers may check out five (5) movies (any combination of formats) at one time
- ◆ Five (5) issues of one magazine title may be checked out at one time by a borrower.
- ◆ Borrowers may check out three (3) non-book Adventure Central items at a time.
- ◆ Only one (1) WiFi hotspot is to be checked out per household at one time.



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The computer system will block a restricted child's card from checking out USCL materials but not another library's. A child whose parent has restricted access to books and/or movies should not be allowed to check out young adult, adult books and/or movies from other locations. Staff should be alert to viewing the borrower type when checking out.

Borrowers may place requests for up to 50 items at one time, including those which are available and awaiting pickup. Self-registered patrons may request up to 3 items. Self-registered accounts should be modified to a standard (USCA) account when items are checked out.

Some items may be held off the open shelves for protection from theft/damage. Any patron may have access to these materials by asking a Library staff member.

### **Overdue Fines and Other Charges/Restrictions Procedures**

In cases of cards where multiple persons are allowed to use the card (e.g. "& Family" cards), if there are fees or overdue materials restricting the use of the individual's card and the staff is aware of that, they will not be allowed to check out on the "Family" card. Another "family" member must present the items for checkout.

WiFi hotspots that are overdue will be inactivated until returned.

The \$5 fine for damaged items may be waived at the first occurrence. This should be noted in the patron's record.

The Library will not accept substitute titles for lost materials. The patron may donate a clean copy of the exact title and binding (or format in the case of DVDs) which was lost instead of payment.

Lost items which have been paid for and subsequently found may be returned to the Library within 60 days of the payment date for a refund. Patron must have their receipt to initiate the refund. Refunds will be mailed to the patron.

### **Computer Usage Procedures**

A person who walks in and asks to use the internet should be directed only to the general use computers. As a rule, the Heritage Room computer is reserved for genealogy use. If a person indicates that his/her use will require in-depth research, the Heritage Room computer can be offered to walk-in customers for an extended time period.