

**MENTOR PUBLIC LIBRARY**  
**BORROWING MATERIALS POLICY (2302.00)**

The maximum number of items permitted to be checked out on a library card at one time is 150. Due to limited quantity or cost, some materials may have specific limits on the quantity permitted to be checked out on a library card.

A borrower shall be notified when library materials are overdue. We will in good faith attempt to notify patrons that their materials are overdue on two occasions.

When a patron's card reaches \$10.00 in fines, fees, and/or lost items the card will be considered delinquent. In order for patrons to check out materials the total fines/fees must be below \$10.00. When a patron's card has 5 or more items overdue, the account will be blocked until the items are returned. If an item is not returned within 21 days of the due date, the patron will be charged the replacement cost of the item.

The Mentor Public Library uses a collection agency to encourage patrons to return their overdue materials to the library. In fairness to all patrons, the library will pass the cost of this service on to each patron whose account must be handled by the collection agency (\$15.00). The Library hopes this practice will encourage all library borrowers to return items by the date due. Book and video return drop boxes are available when the library is closed.

If the items are not returned and the total billed is \$50.00 or more patrons will be turned over to a collection agency. Fees for damaged items will be the list price of a new item. Patrons returning items with missing pieces or booklets will be charged the full price of the item since an incomplete item cannot be circulated.

The Mentor Public Library has eliminated overdue fines on most items including books, DVDs, magazines, and CDs. The following items will accrue overdue fines:

- Hotspots/electronic devices
- Library of Things items
- Interlibrary Loan items
- Book kits

The above applies to Mentor Public Library items. Items borrowed from other Clevnet Libraries will be subject to the fine policy of the owning library.

It is the intention of Mentor Public Library to maintain a high physical quality of materials.

The Library does not accept replacement items for lost or damaged materials without prior authorization. No refunds will be issued once an item is paid for by the patron. The patron may keep the item once paid in full, if the lost or damaged item is still available.

### **Loan Periods for Mentor Public Library Materials**

<b>Material</b>	<b>Loan Period</b>	<b>Renewals</b>
Books	3 weeks	6
Magazines	1 week	4
Music CDs	3 weeks	4
Audiobooks	3 weeks	4
DVDs & Blu-Rays - Fiction	1 week	4
DVDs & Blu-Rays - Nonfiction	3 weeks	4
DVD sets (3 or more DVDs)	3 weeks	4
Book Kits	6 weeks	1
Video Games	1 week	4
Electronic Devices	2 weeks	2
Hotspots	2 weeks	0
Laptops in-house use only	1 hour	unlimited

Effective May 6, 2019 with the implementation of Clevnet.

Updated by Board of Trustees: Res #21-017 on January 20, 2021

Updated by Board of Trustees: Res #21-045 on April 21, 2021

Updated by Board of Trustees: Res #21-101 on November 17, 2021

The above supersedes and replaces all previous policies. The Director or designee has the authority to waive or modify any part of this policy at his/her discretion if warranted by extenuating circumstances.