

**MENTOR PUBLIC LIBRARY**  
**GENERAL STATEMENT OF PATRON RESPONSIBILITY (2301.00)**

A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines and/or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

Possession of a library card by an individual implies permission and authority to use the card. Library card applications are available at all Mentor Public Library locations and online.

- All Ohio residents are eligible to get a library card with proper identification.
- There is no age requirement to become a Mentor Public Library cardholder.
- Before you can borrow items from the Library you must provide a valid form of identification with your current address.
- Individuals under 18 years old may apply for a library card in person with a parent or legal guardian.
  - The parent/guardian will need to present picture ID.
  - A parent/guardian accepts responsibility for all borrowed materials on the minor's card.
  - A parent/guardian is responsible for the appropriateness of materials used by individuals under 18 years old, including internet access and electronic information and for payment of charges incurred with the card.

*On the day of issue of a new library card patrons will be limited to 10 items with a max of 5 audiovisual items.*

*If your card is lost or stolen, please notify library staff immediately and a block will be placed on your card. There is a replacement card fee for lost cards.*

If you had a library card with us in the past and it is no longer active, you will need to go to any Mentor Public Library location to reactivate or replace your card.

**Special Benefits Cards**

**Senior Benefits Cards**

We offer seniors age 60 years and older a one (1) week grace period on materials owned by the Mentor Public Library. Senior exemption status is determined using the date of birth that is entered in your library account. Patrons are still responsible for fines accrued after the grace period, and lost or damaged items will be billed accordingly.

### Veterans Cards

We offer our veterans a one (1) week grace period on materials owned by the Mentor Public Library. A Military/Veteran ID must be presented at the time that the card status is granted.

### Educator Cards and Institution Cards

Educators and Institutions may apply for a special Mentor Public Library Educator or Institution Card at any of our branches.

#### Educator and Institution Card Benefits

- Borrow up to 250 items.
- Items checked out will be given an extended checkout date. For print materials this will be 6 weeks. Exceptions include NEW items, entertainment audiovisual materials, video games, electronic devices, and items borrowed from other libraries.
- You may renew an item up to 2 times if not requested by anyone else. Some exclusions may apply.

### Homebound Cards

Our Words on Wheels is a free service offered to Mentor residents who are temporarily or permanently homebound. The service is available to all age groups from children through senior citizens. Materials will be delivered to your individual residence and/or group home every four weeks.

### Opportunity Card

Mentor Public Library wants to encourage patrons of all ages to read. An Opportunity Card is available to children and adults who previously could not obtain a library card because they lacked photo ID, proof of residency, or a parent/guardian signature (if a minor). An Opportunity card allows patrons to check out up to 3 print materials. Holds are not permitted nor can AV or materials owned by other libraries be checked out on this card. If a patron produces proof of residency, picture ID, and/or a parent/guardian signature his/her account will be converted to regular cardholder status. Those over 18 years of age will be granted computer use access.

### E-Cards

To allow Ohio residents age 18 and over to access our databases and e-media online, an e-library card will be available through our website. This e-card will allow access to our digital collection only. A user must appear in person and show picture ID at the library to convert the eCard to a full-access card and be able to check out physical materials.

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.

Updated by the Board of Trustees: Res. #24-053 on May 15, 2024

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