

CIRCULATION POLICY

REGISTRATION

The Parma Public Library issues library cards to residents of Monroe County or those who own property in Monroe County and their immediate family. (See Out-of-County Card policy and Restricted Card Policy for guidance on borrowers from outside of Monroe County). Patrons may apply for an e-card to access online resources including OverDrive. (See e-Card Policy for guidance).

The following conditions must be met:

- Photo identification showing current address or photo identification and a piece of mail, utility bill or lease showing current address.
- A current tax bill for property located within Monroe County must be presented if the person resides outside the county.
- Children up to the age of 18 registering for a library card must be accompanied by a parent or guardian. The parent or guardian must complete a library card application on behalf of the child and acknowledge that the parent/guardian is responsible for any fines or fees incurred.
- Library cards expire at 1-year intervals and are automatically renewed if the cardholder has a card in good-standing.

REPLACEMENT CARDS

- The first library card is free.
- The cost of replacing a library card is \$1.00.
- If loss is due to a personal tragedy such as fire or theft, the fee may be waived.
- Cards that become so worn that the barcode cannot be scanned can be replaced free of charge.

BORROWING

- Cardholder must present the card at the time of check out.
- A smartphone app that mirrors the library card may be used in lieu of the physical library card (See Smartphone Apps Policy).
- A photo i.d. may be used at time of checkout in lieu of a library card.
- Cardholder must have a card in good standing to borrow materials. "Good standing" is defined as fines of less than \$5.

RESPONSIBILITIES

- Materials should be returned before the library closes on the date they are due.

- Cardholders are responsible for all materials borrowed on their library card.
- Change of address, phone number and/or email address should be reported immediately.
- A lost or stolen card must be reported immediately to library staff so that the card can be canceled and/or a replacement can be issued. Materials charged out to an unreported lost or stolen card are the responsibility of the cardholder.

Fines and Fees

- Overdue fines are assessed when materials are kept past their due date.
- Fines stop accruing when the item is returned or the maximum fine is reached.
- Cardholders are responsible for the replacement cost of materials that are lost or damaged.
- If fines or charges exceed \$5.00, borrowing privileges are suspended until the amount is reduced.
- Overdue fines are waived if a cardholder accrues fines due to hospitalization or natural disaster.
- Lost item fees are waived when loss is due to theft and documented by a police report.
- Overdue fines are waived if an item is lost and the cardholder pays the replacement cost for the item.
- Rather than pay a lost item fee for Parma material, the patron may purchase a replacement copy. The replacement must be new and of the same material type.
- Fines and fees exceeding \$35.00 are reported through the Monroe County Library System to a materials retrieval agency resulting in an additional \$20.00 fee. If unresolved, the account may be forwarded to a collection agency.