

Geauga County Public Library
Operating Policy Manual

SECTION: REGISTRATION AND USE OF LIBRARY CARD
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All patrons wishing to check out (borrow) library materials must be registered and have a library card. A patron may have only one library card.

Registration includes completing an application form; providing identification to verify name and current mailing address; signature accepting responsibility for borrowed materials.

If an applicant is a minor (under 18 years of age) the signature of a parent or legal guardian, to accept responsibility for borrowed materials, is also required. If the parent's (or legal guardian's) library card is blocked because it exceeds maximum fines, fees, overdues or items claimed returned (see Policy 781), then no card shall be issued to a minor until the parent's card is cleared of restrictions.

Until a child has reached the age of 18 years, the parent or guardian is responsible for selections and fees.

The Library provides a wide variety of materials representing many points of view. Some parents may find some printed and audio-visual materials inappropriate for their children. It is not the Library's policy to decide to which ideas individual children should be exposed; therefore parents need to help their children select materials.

When a parent's library card is blocked because it exceeds maximum fines, fees, overdues or items claimed returned (see Policy 781), then no materials may be borrowed by the delinquent parent on a minor's card signed by that parent if the card is being used by the delinquent parent to avoid payment of fines or fees or return of items on the parent's blocked card. Likewise, family members may not use the library card of any other family members when the individual's library card is blocked.

A library card must be presented in order to borrow materials (see Policy 719: FORGOTTEN CARDS, LOST CARDS, DAMAGED CARDS).

Once a year each patron, on the anniversary of registration, will be asked to update the patron's registration information. A new address will need to be verified with identification.

See Policy 785: LIMITS ON JUVENILE BORROWING

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