

Geauga County Public Library  
Operating Policy Manual

SECTION: FORGOTTEN CARDS, LOST CARDS, DAMAGED CARDS  
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#### FORGOTTEN CARDS

Patrons who have forgotten their cards may borrow materials if they provide identification to verify name and address. Patrons who abuse this privilege may be required to purchase a replacement card or may be denied borrowing privileges.

Registered patrons without cards and without identification and who cannot be identified by library staff are limited to borrowing two items at a time.

Registered patrons without their cards in hand and without identification will be asked to verify their identity using the information in their computerized patron record before items may be checked out to them. Library staff may limit borrowing to two items for patrons without their cards in hand.

#### LOST CARDS

A fee of \$1.00 is charged to replace lost cards. Replacement cards carry over all fines and fees from the previous card.

#### DAMAGED CARDS

Damaged cards will be replaced at no charge. Replacement cards carry over all fines and fees from the previous card.

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