

Borrowing Library Materials

A library account is required to borrow library materials and access online resources. By establishing a library account, patrons are agreeing to be responsible for all fines, damages, or loss materials. The library card or photo identification must be shown each time a transaction is made in the library.

Ohio residents, 18 years or older, may get a library card using photo identification with a valid Ohio address. Business mail (utility bill, taxes, etc.) may be used if the driver's license does not have the current address. Temporary cards with limited privileges will be issued to individuals without proof of current address.

Patrons under 18 years of age must have a parent or guardian with an established library account assume responsibility for the minor. A default card will be issued unless the parent chooses to give the child a juvenile status that only permits use of materials located in the children's and young adult collections.

Library cards are to be used only by the person whose name is on the card. However, Community Library will not police the use of cards. If a card is lost or stolen, contact the library immediately.

Lost cards may be replaced by paying a \$1.00 fee.

Loan Policy/Periods

Patrons can borrow 50 items per account. Items with no reserves may be renewed up to two times.

Material	Period
Books, audiobooks, and music recordings	28 Days
Magazines and movies	7 Days
Equipment	14 Days

Responsibilities

- Patrons are to return items to the library in good condition by the date due and are responsible for items until they are discharged from their accounts.
- With the exception of special equipment, overdue fines are not charged on most materials. Donations in lieu of fines are greatly appreciated. Inquire at front desk for various Equipment fees and fines.
- Materials not returned within 45 days from the due date will be considered lost and billed to the account. Likewise, damaged materials will be billed to the account. The library may accept replacements in lieu of payment, assuming items are exact editions and in new or like-new condition (no markings, defects, etc.).
- If a lost item is found within 30 days of paying for it, it may be returned to the library for a full refund.
- Items lost more than 365 days are deaccessioned and patrons must compensate the library for the full retail price of the lost item. In such cases, replacements in lieu of payment will not be accepted.
- Patrons will be billed \$5.00 for missing or damaged parts of materials with multiple pieces (e.g., puzzles, cases, educational kits, etc.).

Online Account Management

Patrons can manage their accounts online at <https://www.yourcl.org>.

- Click "My Account" to the right of the search box.
- Enter the account number.
- Enter the PIN (default PIN is the last four digits of the primary phone number).
- Click "Log in."

Hours: Monday – Thursday: 9:00am – 8:00pm • Friday & Saturday: 9:00am– 5:00pm • Sunday: CLOSED