

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 16, 2025**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, September 16, 2025 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Bryan Everitt, Nathan Hale, Makaila Tussing, and Matt Wideman.

**TRUSTEES EXCUSED WERE:** Lisa Evangelista & Margaret Quamme.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administrative Assistant.

The meeting was called to order at 10:15 a.m. by Mark Bohach, President.

**52-25 APPROVE AGENDA**

Be it resolved, upon motion by Bryan Everitt, seconded by Matt Wideman, that the Board of Trustees approves the agenda.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

**FRIENDS OF THE LIBRARY REPORT – Becky Schaade**

- The Friends of the Library's Annual Meeting is set for Wednesday, November 12 at 10:15 a.m. All of their membership (approximately 150 members) will be invited. Adult Services Coordinator Lea Carrigan will speak on current trends in digital books. Current board officers will remain in their positions to complete their two-year term.
- The Friends have approved paying for box lunches for authors at the November 8 Author Fair. Last year 40 authors attended. This year the Library anticipates approximately 50 authors.
- The Friends donated \$10,000 to the Library to help fund a renovation project of the Main Library third floor kitchen. Plans include new flooring, removing the stove, wall oven, and dish sanitizer that are no longer in use. Patch and paint the walls. Reface cabinets and add new counter tops, sink, garbage disposal, as well as creating additional storage space. Remove the round table that is currently in the kitchen and replace it with a stainless-steel island. The Library also plans to purchase a new refrigerator with an ice maker. The Friends will donate the majority of dishes and glassware left over from Anchor Hocking.

**PUBLIC PARTICIPATION**

There was no public participation.

**DIRECTOR'S REPORT – Becky Schaade**

**Central Library Consortium Updates**

- In May, OhioLink was paused and in August, SearchOhio was paused to allow for an upgrade to a new "Rapido" platform. This upgrade is going well and successful tests have been completed for multiple ILS systems across the state. With the initial testing complete, the project has proceeded to the production phase—data migration has already begun. This project is still on track to go live on October 27.
- Political subdivisions now have some additional compliance rules dealing with cybersecurity, as put into place under the state budget bill. Information Technology Coordinator Kevin Freeman and Schaade have been working on the training piece of this compliance, as the recommendation is that every staff person receive cybersecurity training. There is a free resource for training for government entities—Ohio Persistent Cyber Improvement, a program of the Ohio Cyber Range

Institute. Schaade, England, and Freeman met with a representative to discuss the program. They provide online training for all levels of staff, based on the needs of their position called Cyber Mindfulness. There is additional training on topics like network control systems and organizations and third-party security for Information Technology Managers and professionals, as well as, risk management training for both IT professionals and Administration. There is no cost and it is the programs being recommended by the Auditor of State's office for public entities. The next step would be to sign an MOU with O-PCI, which requires us to sign an NDA to ensure that their training methods and topics are not disclosed to potential threats. The AOS will begin checking compliance for the cybersecurity requirements beginning in July 2026.

- The Ohio Library Council will be holding meetings for library directors over the next month. Topics covered will include new Public Library Fund (PLF) distributions, property taxes and county budget commissions, the proposed constitutional amendment to eliminate property taxes, and advocacy training. Schaade will attend the meeting to be held at the Nelsonville branch of the Athens Public Library on September 18.
- Coordinator of Youth Services Shannon Keese has created a collection of decodable readers added to the Library's Easy Reader collection. Most of what the Library has in the Easy Reader collection are leveled readers. Keese is adding a section of more phonics-based decodable readers to align with current reading trends and the Science of Reading program. Decodable Easy Readers are available at the Main Library and all branch locations.
- Facilities Manager Tammy Smith asked six roofing companies for quotes on the Main Library roof repair. She received only two back. After reviewing both quotes, Smith and Schaade preferred the Kalkreuth quote because it was fully comprehensive of the work to be done with comparable costs for the whole scope of work. Schaade will propose a resolution under new business. Once the paperwork is signed, Kalkreuth can begin repairs in about two weeks.
- The Library has ordered and received all cameras for the security camera upgrade project. The Johns Memorial Branch and Bremen Branch locations have been completed. IT and Building Services staff are working to install cameras at the other branch locations. This will put all cameras on one system instead of supporting multiple aging systems.
- England reached out to the Fairfield Community Health Center to arrange for staff to have flu shots who wish to participate. As in the past, the Library will pay for any additional cost that insurance might not pick up. Staff who utilize the program continue to like being able to get it done at work quickly and without cost to the individual.
- OAPSE, the union that represents our bargaining unit employees, has sent the Library their notice to negotiate. The current contract runs through December 31, 2025. Board Trustee Nathan Hale has agreed to sit in on negotiations on behalf of the Board.

## Personnel

PROMOTIONAL TRANSFER, Laurie Widener, Library Assistant III – Youth Services, from 20 hours a week to 37.5 hours per week, \$17.59 per hour, effective August 25, 2025.

RESIGNATION, Randy Coffman, Maintenance Technician, 37.5 hours per week, \$22.15 per hour, hire date January 27, 2025, resignation effective September 7, 2025.

## SECRETARY'S REPORT

### 53-25 AUGUST REGULAR MEETING MINUTES

Be it resolved, upon motion by Makaila Tussing, seconded by Nathan Hale, that the minutes of the August 19, 2025 regular meeting be approved as submitted.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

## FINANCIAL REPORT – Alyssa England

- The PLF for September was down. It came in \$39,000 less from the July approximations of last year when estimates were based on a percentage of the General Revenue Fund. The Library received \$231,000 for the month. England said there will be slight fluctuations in the amount received due to the State Library of Ohio, OPLIN, Library for the Blind, and Ohioana being paid out first before the rest is distributed. England previously reported that the Library was financially ahead during the beginning of the year so she expected it to even out over the next few months.

- The copier contract expires in November. The Library received four quotes on copier services and met with all four companies. The Library has worked with Gordan Flesch over the past five years and after reviewing their quote, will continue service with them for the next five years.

#### **54-25 FINANCIAL REPORT & CHECK REGISTER**

Be it resolved, upon motion by Nathan Hale, seconded by Matt Wideman, that the financial report and the check register as of August 31, 2025 be approved as submitted.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

#### **DONATIONS**

##### **55-25 DONATIONS - RESTRICTED**

Be it resolved, upon motion by Makaila Tussing, seconded by Bryan Everitt, that the following restricted donations be accepted:

\$122,379.16 from the Estate of Ursula Faber to be used for the Baltimore Branch  
\$10,000.00 from the Friends of the Fairfield County District Library for the renovation of the Main Library third floor kitchen

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

##### **56-25 AMEND 2025 SPECIAL REVENUE FUND APPROPRIATIONS**

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees amends the 2025 Annual Appropriations in the Special Revenue Fund in accordance with the attached revised budget.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

##### **57-25 APPROVE REVISED BORROWING OF LIBRARY MATERIALS POLICY**

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the Board of Trustees approves the attached revised Borrowing of Library Materials Policy as presented to the Board by the Library Director.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

##### **58-25 APPROVE ROOFING REPAIR CONTRACT FOR MAIN LIBRARY**

Be it resolved, upon motion by Matt Wideman, seconded by Nathan Hale, the Fairfield County District Library Board of Trustees has reviewed roofing quotes for necessary repairs to the Main Library roof. The quote submitted by Kalkreuth Roofing and Sheet Metal in the amount of \$37,328.99 has been reviewed and deemed to be the most appropriate in terms of scope and cost of repairs. Therefore, the Board of Trustees hereby accepts their quote and authorizes the Fiscal Officer to sign any necessary documents and take all actions necessary to execute the agreement and proceed with the roofing work as proposed.

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye". The President declared the motion adopted.

## **59-25 2026 HOLIDAY SCHEDULE**

Be it resolved, upon motion by Makaila Tussing, seconded by Nathan Hale, that the Board of Trustees approves the following 2026 holiday schedule:

Thursday, January 1	New Year's Day*
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents' Day
Sunday, April 5	Closed
Wednesday, April 29	Staff Development Day
Sunday, May 24	Closed
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day*
Sunday, September 6	Closed
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Wednesday, November 25	All locations close at 5:00 pm
Thursday, November 26	Thanksgiving
Thursday, December 24	Christmas Eve*
Friday, December 25	Christmas Day*
Saturday, December 26	Closed
Sunday, December 27	Closed
Thursday, December 31	New Year's Eve*

\*Part time staff paid for holiday

Roll call vote: Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Makaila Tussing, "Aye"; and Matt Wideman, "Aye".  
The President declared the motion adopted.

There being no further business, the meeting adjourned at 11:13 a.m.



**FAIRFIELD COUNTY DISTRICT LIBRARY**

**BOARD OF TRUSTEES POLICY: BORROWING OF LIBRARY MATERIALS**

**PASSED BY RESOLUTION NUMBER: 57-25      DATE: SEPTEMBER 16, 2025**

---

Borrowers must have a valid library card in good standing to check out materials.

All Ohio residents are eligible to obtain a free Fairfield County District Library (FCDL) card.

To obtain a library card or replacement card, adults 18 years of age and older must present a photo ID proof of current address. Without photo ID or proof of current address, the customer can be offered a Limited Access Card.

To obtain a library card or replacement card for a minor, a parent or guardian must accompany the minor and present a photo ID and proof of current address to issue the minor's library card. Parents must accept full responsibility for the card being issued. Upon registration for a library card for a minor, the parent or guardian may authorize the minor to change their own PIN and to obtain a subsequent replacement card.

A driver's license or other photo identification or the in-app digital library card may be used to checkout in lieu of the actual library card. If a photo is added to the library customer's account, that photo is considered a valid ID.

A PIN (personal identification number) will be assigned to each account and will be needed to access the account online, to use the self-checkout, or to use in-house computers. To protect a Library account and personal information, customers should not disclose PINs to others. PINS are immediately encrypted. A photo ID is requested and the account holder must verify account information to change a PIN.

Each customer may designate one authorized user on their account. This authorization allows that person to check out materials on the account including checking out items on hold for the card holder. Authorized users may not access the Internet using the account. The parent or guardian of record on a minor's account is automatically authorized to use the account. The parent or guardian of record may designate one other person as an authorized user on the account. Customers may also associate their library card with other library users to allow for the checkout of holds reserved on the customer's account.

Lost/stolen library cards should be reported at once to the Library. The customer is responsible for any materials checked out up to the time the card is reported lost or stolen. To avoid missing any overdue, hold or other messages from the Library, customers should report any address, phone or email changes to the Library immediately. The Library will make every effort to provide reminders, notices, and receipts about their accounts to customers; however, customers are ultimately responsible to pay any fees associated with their accounts regardless of the ability of the Library to provide checkout receipts or other notices.

Materials checked out are due back as follows:

- Books, including Lucky Day - within 21 days
- Audiobooks and Playaways - within 21 days
- Music CDs - within 21 days
- Magazines - within 21 days
- Nonfiction DVD - within 21 days
- Fiction DVD, including Lucky Day - within 7 days
- TV DVDs - within 21 days

Children's DVD - within 7 days  
Launchpads - within 7 days (limit 2 per card)  
WiFi Hotspots - within 14 days (limit 1 per card)  
Museum Passes - per organization guidelines  
Safety Cones - within 14 days  
Kits - within 21 days (limit 2 per card)  
Other Specialty Collections - loan periods vary by item

A customer may borrow a total of one hundred (100) library items at one time on their account. A receipt listing material due dates is offered at the time of checkout. Account status is available online on the Library's website or through the Library's app.

Most FCDL items may be renewed up to five (5) times provided the items are not on hold for another customer. Materials may be renewed online, by telephone, in the app, or in person. Eligible items will be automatically renewed, provided they are not on hold for another customer and have not reached the limit of five (5) renewals.

Borrowers under age 18 will have limited borrowing privileges for DVDs and digital resources unless given signed consent by a parent/guardian for broader access. Parents/guardians of record can add/update this consent to their child's library card at any library location at any time. A photo ID will be required to update any library account information.

### **WiFi Hotspots**

To borrow a WiFi hotspot, a customer must have a Full Access or Limited Access FCDL library card in good standing. Hotspots are due back 14 days from the date of checkout and cannot be renewed. If a hotspot is overdue, service to the device will be deactivated and any hotspot holds will be suspended until the item is returned. Only one hotspot may be checked out at a time. Intentional misuse of the hotspot may result in hotspot borrowing privileges to be suspended.

### **DVD Borrowing Level Options:**

**Video/VG Restricted**– No checkout of any DVD

**Video up to G/VG up to E**– Borrower may checkout DVD material rated G, TV-Y, or TV-Y-7 or Juvenile Nonfiction

**Video up to PG/VG up to E:** Borrower may checkout DVD material rated G, PG, TV-Y, or TV-Y-7 or Juvenile Nonfiction

**Video up to PG-13/VG up to T** – Borrower may check out any DVD Rated G, PG, PG-13, TV-Y, TV-Y-7, TV-14, or Juvenile Nonfiction

**Full Access** - Borrower may checkout any DVD

It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. The library offers parents the ability to choose a borrowing level which can limit their own child's access to DVDs. Decisions about what materials are suitable for particular children should be made by the people who know them best, their parents or guardians.

Selection is an inclusive process in which librarians seek materials that will provide a broad range of viewpoints and subject matter. This means that while library collections have thousands of items families want, like, and need, they also will have materials that some parents may find offensive to them or inappropriate for their children. Because an item is selected does not mean the librarian endorses or promotes it. They are simply helping the library to fulfill its mission of providing information from all points of view. Parents are encouraged to learn as much about a film or book as possible before they permit their children to view or read it.

This policy pertains to physical materials owned by the Fairfield County District Library. Materials borrowed from other libraries through library resource sharing may not designate DVDs in the same manner. Electronic movies are not restricted by the card access levels established by the FCDL.

The library assumes no responsibility for damage caused to a borrower's DVD, computer, or other audiovisual equipment.

Copyright laws limit DVD and music CDs to home viewing and listening only and prohibits their duplication. Do not copy, tamper with, or alter these materials in any way.

### **Lost Materials and Fees:**

There is no fee for an Ohio resident to obtain a replacement FCD Library card.

There are no daily incremental fines for overdue items borrowed at any FCDL locations.

Items that are 30 or more days overdue will be considered "Lost" and charged to the customer's account at the original cost to the library plus a processing fee of \$2.00. If items are returned within one (1) year of the lost date, the charge will be removed from the account or the patron will be issued a credit on their account.

The cost to replace/repair A/V material returned with a damaged case, missing cover or missing booklet is \$2.00.

Customers with fees totaling more than \$10.00 or with more than four (4) overdue items checked out will have their library borrowing privileges blocked until the fee is paid and/or the materials are returned.

A non-refundable collection fee will be charged to a customer when lost material charges are sent to the library's collection agency.

### **Outreach/Homebound Services**

In order to ensure that all citizens have access to basic library services, the Fairfield County District Library will offer delivery of library materials within our service area to residents who are homebound due to illness or disability. Books (including large print), audio books, music CDs, and DVDs are selected by a library staff member based on each user's interests then delivered free of charge to the customer. Homebound customers may borrow a maximum of one hundred (100) items at one time.

A customer must meet one or more of the following criteria to qualify for homebound service:

- Has a permanent condition that prohibits them from safely visiting the Library.\*
- Has a temporary health situation (medical leave due to surgery, etc.) that prohibits them from safely visiting the Library. Service will be provided until recovery is complete.\*
- Resides in a nursing care facility, whether temporary or permanent.

\*A medical or caregiver's certification is required to receive homebound service. Library staff may also certify eligibility.

### **Agency Borrowing**

Agencies such as nursing homes and extended care facilities may apply to have collections of materials delivered free of charge to their facility on a regular basis. In addition, an agency card may be used by authorized staff to come to the library to select materials for residents or for agency use. Local preschool and child care centers may also request delivery of age-appropriate books or apply for agency card accounts. Each agency may have up to one hundred (100) items checked out on each library account.

## **Limited Access Borrowing**

A Limited Access Card entitles the cardholder to borrow up to three (3) items at one time on the library account. A Limited Access Account also provides for Internet access, digital downloads, full renewal access and hold access.

Limited Access borrowing is available to those who are unable to secure a regular Full Access account due to being unable to provide proof of address or identification or other circumstances as determined by the Library. Accounts in good standing may be converted into a Full Access account once proof of current address and valid identification are provided or other circumstances are met.

A PIN (personal identification number) will be required and needed to: access the account online, use the self-checkout, use in-house computers or use digital resources.

A designated authorized user will not be permitted on a Limited Access Account.

Those under the age of 18 are eligible to receive a Student Card, which have different criteria and limitations than a Limited Access Card. If a Student Card does not meet their need, a Limited Access Card can be issued to those under the age of 18 with parental permission.

## FAIRFIELD COUNTY DISTRICT LIBRARY

### PROCEDURE: BORROWING OF LIBRARY MATERIALS

---

#### **Individual Card Holders**

Good standing is defined as follows:

- For general borrowing of physical library items: fees must be under \$10.00 and overdue items cannot exceed four (4) at the time of checkout.

Adults (age 18+) whose library accounts became blocked when they were minors may petition to have fees waived from the time their parent/guardian was responsible for the actions on the account. If you have a question or concern about waiving these fees, please ask the Coordinator of Customer Services.

A driver's license or other government issued photo ID, including the temporary paper license given by the Bureau of Motor Vehicles when renewing a license, are permissible forms of identification when getting a new library card.

If updating a PIN number in-person with a staff member, the customer should be asked to show their photo ID. If they do not have their photo ID or are trying to update their PIN over the phone, the staff member should ask for three pieces of information (ie: address, phone number, birthdate, etc.) to verify that the correct account is being updated. Customers can also update their PIN online by visiting the login page for the FCDL catalog. By clicking on "Forgot your PIN?", the customer can enter their barcode and receive an email that will allow them to reset their PIN to the email address associated with their account.

#### **Digital Cards**

Customers may choose to sign up for a library card online. Staff will receive these requests and create a library card for the individual, as long as they meet the requirements to have an FCDL library card. Digital library cards will be created within five days of the customer applying and their library card number will be emailed to them. This will allow the customer access to the library's digital resources with a Web Only card. To borrow physical materials at FCDL locations, a customer must show a photo ID with current address. Their library card will then be updated to Full Access and will allow borrowing of materials at all library locations.

#### **Associations**

Associated accounts enable customers to checkout holds reserved under other customers' accounts. All customers are eligible to associate their accounts with other customers. Associations do not expose customers to additional liability. The customer checking out is financially responsible for the items. Associations do not grant either customer access to the other customers' library card number, personal information, or detailed information (titles) of items checked out or requested that would require staff assistance to view or obtain.

#### **Interlibrary Loan (ILL) Borrowing**

Most customer requests will be filled through the Central Library Consortium or by borrowing through SearchOhio or OhioLINK. On the rare occasion that specific research material, such as microfilm, is unavailable through traditional methods, FCDL can make a direct request to borrow the item from the owning institution for a customer with a library card in good standing.

Renewals are decided by the lending library. If a borrower would like to renew an ILL, they must let Library staff know in advance of the due date, to give the lending library time to respond. The borrower

may be charged any expenses incurred for ILL, including postage. Every effort will be made to acquire ILL materials from libraries which do not charge a fee. Library staff will make every effort to alert the customer to any known charges before the request is placed. Damaged or lost ILL items will be billed to the customer's FCDL account at the cost determined by the lending library. This may include processing fees as well as the replacement cost of the item.

### **ILL Lending**

Materials requested from FCDL for ILL will be checked out for seventy (70) days to allow time for delivery, use and return of the material borrowed. FCDL holds the borrower, not the cooperating library, liable for any replacement costs, damages or overdue charges, including collection agency fees.

FCDL will only loan print books older than 12 months.

### **Collection Agency**

Library accounts owing more than \$100 will be sent to a collection agency for additional support in recovering lost materials. A non-refundable collection fee of \$10 will be charged to a customer's account when lost material charges are sent to the library's collection agency.

### **Notices**

Overdue notices are sent to customers via text message, phone message, or email notification, depending on customer preference. Bills for lost item charges are printed and mailed.

Overdue notices are sent at the following intervals:

1<sup>st</sup> overdue notice: 7 days overdue

2<sup>nd</sup> overdue notice: 21 days overdue

Bill for lost item charges: 30 days overdue

Hold notifications are sent to customers via text message, phone message, or email notification, depending on customer preference.

### **Homebound Service**

Each customer will be asked to complete an "Application for Homebound Service" form and submit a signed certification of eligibility.

Once eligibility has been determined, staff will make the necessary changes in the library account to indicate that the customer is receiving Outreach Services. Homebound customers may keep possession of their library card in order to access digital resources and place items on hold. The library recognizes that homebound customers may occasionally need to utilize the library in person. This occasional use does not affect their homebound status. If homebound service is no longer needed, the library account will be changed to reflect this.

After an initial consultation with the customer to set up a profile of reading, listening and viewing preferences, Library staff will assemble materials for the individual based on their interests and special requests. Homebound customers may borrow a maximum of one hundred (100) items at one time.

Materials will be delivered and picked up on a prearranged and regular basis no more than every three weeks. Customers are expected to have all materials ready for pickup when new materials are dropped off. As a courtesy, whenever possible, library staff will contact the customer prior to a delivery to remind them to have returns ready.

Materials will be checked out to the customer's library card account. Items may be renewed up to five (5) times upon request provided no other customer has the item(s) on hold. Homebound customers are responsible for fees associated with lost or damaged items.

Any abuse or misuse of this library service will be sufficient cause for immediate cancellation and denial of the service in the future.

### **Agency Borrowing**

Agencies such as nursing homes and extended care facilities may apply to have collections of materials delivered free of charge to their facility on a regular basis. In addition, an agency card may be used by authorized staff to come to the library to select materials for residents or for agency use. Local preschool and child care centers may also request delivery of age-appropriate books or apply for agency card accounts.

The head of the agency desiring a library account must submit a signed request on agency letterhead to that effect. The letter may specify up to two staff member(s) with borrowing privileges. These staff members must provide photo identification to use the agency card account in the library. The head of the agency is responsible for ensuring that agency borrowing contacts are kept up-to-date. The head of the agency is also responsible for ensuring that the prompt payment of fees associated with lost or damaged items is made. Materials loaned to an agency must stay in the facility for use by or with residents. No personal loans are allowed to staff or family members of residents.

Each account may have up to one hundred (100) items checked out at one time. Materials will be delivered and picked up on a prearranged and regular basis no more than every three weeks. Items may be renewed up to five (5) times upon request provided they do not have other holds on them. All items must be packaged for pick up at the time that the next delivery is made. To keep agencies aware of outstanding items, overdue notices will be sent for unreturned items. After 30 days overdue, processing and replacement costs will be assessed for any unreturned items. Agency borrowing will be blocked until items are returned or until restitution is made for the lost materials.

Any abuse or misuse of this library service by an agency will be sufficient cause for immediate cancellation and denial of the service in the future.

### **Limited Access Card**

A Limited Access card is typically issued to an adult customer who cannot get a Full Access card because they do not have photo ID and/or proof of current address or other circumstances determined by the Library. A Limited Access card can be issued to someone under the age of 18 if a Student Card does not meet their needs and a parent or guardian is willing to sign them up. In order for a minor to receive a Limited Access Card, a parent or guardian must accompany the minor and present a photo id and proof of current address to issue the minor's Limited Access library card. The parent should be made aware that by issuing a Limited Access Card, the minor will have Internet access, be able to borrow from the entire library collection and the parent or guardian will be responsible for any lost item fees on the account.

The Limited Access card has a unique patron code type and the following parameters:

- Checkout maximum of 3 items
- No Authorized User
- Internet Access
- Hold Access

The Patron Code Type **Limited Access** will be used on the registration for the Limited Access Card

Accounts in good standing may be converted into a Full Access account once proof of current address and valid identification are provided. A Full Access account will not be issued if any items are in Lost status on the Limited Access account or if the Limited Access account has outstanding fees.

(Updated September 2025)