

- If the mobile hotspot device or related equipment is lost, stolen, or broken while in a patron's care, the patron's account will be charged

### Board Games

- Patrons may check out a maximum of five (5) board games at a time
- Board games have a 14-day loan period
- Board games circulate to most patron profiles except the following user profiles:
  - Teacher, Institution, 3 For Me
- Patrons must pick up and return the board games to Reed Memorial Library
- Board Games are to be returned at the Public Services desk and not in the book drop
- Fine policy
  - Late - \$.50 per day
  - Damaged - \$5.00
  - Replacement - cost of the item

### Video Games

- Patrons may check out a maximum of two (2) video games at a time.
- Video games have a 14-day loan period
- Video games circulate to most patron profiles except the following user profiles:
  - Teacher, Institution, 3 For Me
- Fine policy
  - Late- \$.10 per day
  - Damaged or Replacement - cost of the item

### **Passes**

Reed Memorial Library collaborates with local institutions to provide opportunities for lifelong learning and recreation. As such, Reed Memorial Library cardholders may use their library card to access admittance to local museums and attractions at no cost.

### **Borrowing Policies**

- Passes are available to borrow by adults, ages 18 years of age or older, with a current Reed Memorial Library card in good standing. Library cards from other libraries in the Portage Library Consortium are not accepted.
- Patrons may borrow one (1) pass at a time.
- The loan period is seven (7) days and there are no renewals.
- Due to the anticipated demand for passes, patrons are encouraged to return passes early.
- Patrons may place a hold for a museum pass using the library's catalog. The library cannot guarantee a pass will be available on a particular day and reservations for a specific date are not available.
- Pick up and return passes to the checkout desk or drive-thru window during regular library hours. Do NOT return passes using the book drop.
- An overdue fine of \$5.00 per day will apply to passes not returned by the due date.

- When a pass is three (3) days overdue, the library will block the patron's account and charge the account the replacement cost of the pass.
- If a pass is lost, stolen, or damaged, the patron will be responsible for all applicable replacement costs, up to \$250, plus any associated fines or fees.

### **Participating Institutions**

Reed Memorial Library will obtain passes annually for admission to a variety of local museums and attractions based on the library's available budget, the popularity of the museum pass program, availability of passes from local institutions, and continued patron demand. Whenever possible, the pass will be good for two (2) adults and a minimum of two (2) children.

### **Limitations**

Patrons should read museum pass details carefully. The number of people receiving free entry varies by institution as do other entry details. Patrons are encouraged to review the institution's website, or call the institution before visiting, for current information about hours of operation, parking, etc. There are limited number of passes available.

### **Fines and Fees**

Most patrons are charged per-day fines on Portage Library Consortium materials.

Fines are ten (10) cents per day on most materials belonging to Reed Memorial Library. Fines are added to the patron account when the item is returned or renewed. The maximum overdue fine for Reed Memorial Library items is \$5.00 per item or the price of the item, whichever is less, as long as the item is returned in good condition and ready to circulate. Fines vary for the other Portage Library Consortium libraries.

Fines and fees for Portage Library Consortium items can be collected at Reed Memorial Library. Per agreement, fine money and replacement fees are kept at the library where the fines are collected.

Patrons with Fine Free status are responsible for SearchOhio and OhioLINK overdue fines, with the exception of Outreach patrons. However, all patrons are responsible for charges on lost and/or damaged materials. Abuse of the fine free privilege could result in the loss of this status.

### **Damaged Material**

If an item is returned and not in condition to circulate, the patron will be charged based on the price in the item record, which usually is the retail price. Minor damage will be noted on items so that future patrons are not held accountable. If a part is missing the patron will be notified and charged if not returned.