

## PATRON POLICIES

1. The library will be open Monday through Thursday from 9:00 a.m. to 9:00 p.m., Friday 10:00 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. Operating hours are set and approved by the Library Board of Trustees.
2. Any person of lawful and good conduct may use the library. Persons who are intoxicated, or otherwise behaving in a manner deemed inappropriate by Library staff, will be asked to leave the library. No loitering will be allowed in the library. Use of tobacco products of any kind or refreshments (except at specific library functions) will not be allowed in the library.
3. Begging, offering items for sale, soliciting, circulating petitions, or other activities that may annoy patrons or staff members will not be allowed in the library or on library premises.
4. Anyone is welcome to use the public resources of the library, but these materials may not be taken from the library without being checked out. All persons living in the Northern Panhandle of West Virginia which includes the following counties: Hancock, Brooke, Ohio, Marshall, Wetzel, and Tyler, are entitled to check out materials from the library by presenting proof of current address and upon signing an application for a library card that obligates them to observe all rules and regulations of the library.

College students not living with their parents must present a student identification, proof of local address, and proof of home address.

Residents in nearby counties of Ohio and Pennsylvania (Jefferson, Belmont, and Monroe in Ohio, and Washington, Greene, and Allegheny in Pennsylvania) may receive a library card upon payment of an annual \$5.00 fee. Out of state holders of a Bellaire Public Library card will not be charged an out of state fee. The membership year will begin the day the application is completed and the fee received. Nonresidents must also present proof of current address.

Temporary and transient residents, including those living in shelters, will receive a library card upon receipt of a letter from the administration of the shelter or other proof of residence but will be limited to borrowing one item at a time.

5. Upon completion of a library card application each person will receive a library card with a barcode patron identification number that will be signed by the patron. The card must be presented each time materials are checked out. If a card is not presented at the time of check-out, the patron must present some form of identification with the current address listed. Patrons are strongly encouraged to present their library cards at the time of check-out.

No person may lend his or her library card or library materials checked out on his or

her card to another person. Materials checked out on a person's card are his or her responsibility.

6. The check-out period for library books and audio books is two weeks. The check-out period for DVDs, videos, and "Closed Stack" materials is one week. Library staff will set a maximum number of items of any type that may be checked out.

Certain library materials may be loaned for a shorter period than usual due to seasonal popularity, special demand, or other reasons as deemed necessary by the Library Director. The number of items in certain formats or subject areas that may be checked out may be limited for reasons deemed necessary by the Library Director. Special school assignment demands are an example of those reasons.

All materials may be renewed twice if not reserved by another patron. Materials may be renewed by telephone.

Materials obtained through interlibrary loan are checked out for a period determined by the lending library. These items may be renewed only with the permission of the lending library.

A reserve may be placed on materials that are currently checked out or "in circulation" and the patron will be called when the materials are returned and available. Patrons may place their own reserves online for the materials currently in the online catalog, including those with an "on order" status, or may call the Library's Reference Department to request that a reserve be placed for them.

Reserves for popular items such as bestsellers will be accepted in the order received and a list maintained until the materials are ordered. Once ordered, the reserve list will be transferred to the online catalog system where they accumulate in the order received. Patrons without a telephone or an email account will be mailed a notice when a reserve item becomes available for them.

7. Businesses, day care centers, adult care centers, group homes and/or educational institutions may apply for an institutional card (i.e., "group card"). This card allows for the checking out of materials under the institution or group rather than an individual.

The institution assumes responsibility for all materials checked out. There is no limit on the number of items that may be checked out with an institutional card

within reasonable limits. The library staff reserves the option of placing this reasonable limit on the number of items checked out if this is deemed necessary.

The application for an institutional card will be mailed to the institution so that proof of identification may be established, and so that those authorized by the institution to use the card may be listed on the application. The application must be returned to the library before the institutional card will be issued. Only those individuals listed on the application will be authorized to use the card. It is the responsibility of the institution

to inform the library of any changes (deletions or additions) to its authorized list. The institution assumes responsibility of all items checked out with its card and for ensuring that only those authorized to use the library card may do so. Notice of any changes in the list must be given to the library in writing from the institution.

8. Fines are no longer charged to patrons for materials kept longer than their loan period. When items are two weeks, four weeks, and six weeks overdue library staff will notify patrons of the delinquency. When library materials are over six weeks delinquent, borrowing privileges will be suspended until the overdue items are returned. If the overdue items cannot be found, the patron must pay for the lost materials before borrowing privileges will be reinstated and family blocks removed. A family block means that all adult family members residing at the same address as the delinquent patron will also have their borrowing privileges suspended until the overdue items are returned. If the overdue items are lost or destroyed, the items must be paid for before borrowing privileges will be reinstated.
9. If library materials are reported lost during the loan period, the patron must pay for lost materials before borrowing privileges will continue. Payment will be in the amount of the replacement cost of the item lost and payable in the form of cash or check. Replacement items donated to the library by the patron will not be accepted in lieu of payment for lost items.

Damage to library materials beyond reasonable wear or beyond repair will be charged to the patron. The price of rebinding, repairing, or replacing the materials does not entitle the patron to keep the materials. Fees paid are for damage to the library's property and do not constitute purchase of the damaged item.

Replacement cost for items lost or damaged will be assessed at current retail price. If items are out-of-print and a current retail price cannot be determined, then the items will be priced according to the standard average value of current market prices.

Current standard average values are as follows:

Adult Items:	Fiction	\$25.00
	Nonfiction	\$30.00
	Trade Paperback	\$16.00
	Mass Market Pbk	\$ 8.00
Youth Items:	Picture book	\$ 17.00
	Juv. Hardback	\$ 17.00
	Mass Market Pbk	\$ 6.00
	Board Book	\$ 6.00

Videos, audio books oversized books and magazines will be charged according to current retail price.

10. The examination of any item once it is placed in the library collection is a private matter with each patron and is not subject to review by any other individual or organization. The library will protect the rights of all library patrons to use library materials regardless of subject matter.

Circulation records, patron registration records, and any other patron information are confidential and open only to library staff and then only for the purposes of identifying and addressing overdue, missing and/or damaged materials or updating registration information.

Information about questions patrons ask, items consulted or checked out by patrons, comments expressed or attitudes revealed by patrons will be held in confidence by staff members, except that such records may be disclosed (i) to the extent necessary for the proper operation of the Ohio County Public Library, (ii) upon the request or consent of that patron or their legal guardian, or (iii) pursuant to a valid subpoena, court order, or where otherwise required by law.

The Library Director may view any patron records and vary from this policy if in his or her sole discretion such action is deemed necessary in the furtherance of the Library's legitimate interests.

11. Any person who abuses the privileges extended to library patrons or who violates the regulations for the use of library may have his or her privileges limited or revoked.
12. No animals will be allowed in the library. The only allowable exceptions are service animals which have been specifically trained to do work or perform tasks for persons with disabilities and animals used in conjunction with any special programs in the library.
13. Exhibits of approximately one month's duration may be accepted for display in the library. Although every precaution will be taken to ensure the security of materials, the library assumes no responsibility for the loss or damage of any items.

Adopted by the Ohio County Board of Trustees, March 11, 1997.

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