

CIRCULATION POLICY
Library Cards

1. Eligibility: Any Ohio resident, three (3) years of age and above, is eligible to apply for an Avon Lake Public Library card.
2. Cards are valid for two (2) years.
3. A cardholder is responsible for reporting changes in name, address and telephone number(s) to the Library.
4. Photo identification with current address is required at first time registration for a library card. If the address on the photo identification is not current, an alternate document, such as a utility bill or banking document, must be presented as proof of current address at time of registration. If it does not occur on their photo identification, the first time applicant also will be asked for their date of birth.
5. If photo identification and proof of current address are not available at time of registration, library materials will be held for a maximum of two (2) days at the Circulation desk for the convenience of the prospective borrower.
6. A first-time borrower is limited to five (5) items. All items initially checked out by a first-time borrower must be returned before additional items can be checked out.
7. The limit on the number of non-overdue items checked out on a library card is 50.
8. Regarding children, 15 years of age or younger:
 - A parent/legal guardian must be present at time of registration, with the child, in order to sign for the minor child's card.
 - Children, ages 12, 13, 14 or 15, without a parent/legal guardian present, may be issued a *limited* access card. A limited access card entitles the child to borrow up to five (5) items per Library visit, excluding Hot Picks, TV Series and Video Games.
 - Children under three (3) years of age are not eligible for a library card.
9. Regarding children, ages 16 or 17:
 - Children, ages 16 or 17, may register for a library card without a parent/legal guardian present, but must show photo identification, with or without current address.
 - If no photo identification is presented, children, ages 16 or 17, may be issued a *limited* access card. (See # 8 for restrictions on limited access cards.)
10. It is preferred that patrons borrowing materials have their library card with them. However, if they do not, patrons need to know their alternate identification (i.e., password) or provide their photo identification at the time of the transaction. Patrons are not permitted to borrow materials on family members' cards not in their possession at the time of a transaction.