

CLERMONT COUNTY PUBLIC LIBRARY PATRON REGISTRATION

(PLEASE PRINT)

Name _____
(Last) (First) (Middle Initial)

Street address _____

Apt. # _____ P.O. Box _____

City _____ State _____

Zip _____ County _____

Home telephone () _____

Mobile phone () _____
(For circulation notices via text message.)

Birthdate _____ PIN _____
(3-30 characters.)

Email address _____

The Library charges fines for materials kept past the due date and reserves the right to refuse further service until overdue materials are returned and account balances paid. The Library may employ a third party to assist in retrieving overdue materials and fines.

Signature _____

Date _____

(Please see reverse for additional info and registration application for ages 17 & under.)

For Library Use Only

Unique Identification #: 21307 _____ Staff initials _____

Loan periods

Due dates are shown on your receipt. They also can be checked in the library's online catalog under "My Account" or by calling a branch during regular hours.

Adult Fiction/Non-Fiction	21 days
Books on CD*	21 days
DVDs/Blu-rays.....	7 days
Lucky Day, print, non-renewable ...	21 days
Lucky Day, video, non-renewable	7 days
Music CDs.....	21 days
Magazines	7 days
Playaway Views	7 days
Playaway Launchpad	7 days
Pocket Wi-Fi	7 days
All other items	21 days

* Audiobooks include CD books, Playaways and Listen & Read.

The Clermont County Public Library is not responsible for any damage to a patron's personal property through the use of library materials.

Borrowing limits

Limits on the number of items that can be checked out to a single library card at one time vary by the type of material.

DVDs/Blu-rays.....	25 items
Music CDs	25 items
Playaway Views	5 items
Playaway Launchpad	5 items
Pocket Wi-Fi	1 item
STEAM Kits.....	1 kit

Returning items

Library items can be returned to any Clermont County Public Library branch. Drop boxes/slots located outside all 10 branches are available for returning items after library hours.

Renewing items

All checkouts will be automatically renewed 5 times unless they are Lucky Day items or have a hold. Email notifications will confirm if an item was automatically renewed. Items also can be renewed in the library's online catalog under "My Account" or by calling a branch during regular hours.

Items cannot be renewed if:

- Another library patron has placed a hold on the item
- Overdue fines or fees exceed \$10
- Card renewal is needed
- The item is from the Lucky Day collection

Fines and fees

Daily fines are charged for each item not returned or renewed by its due date. If fines and other fees on your card exceed \$10, borrowing privileges, including the ability to renew items on loan and to place holds, will be suspended until the fines are paid. Parents and legal guardians are responsible for borrowed items, fines and fees associated with their child's card. If linked accounts collectively accumulate more than \$10 in fines and fees, borrowing privileges can be suspended for all associated library cards until the amount is less than \$10. Library cards cannot be renewed until all fines and fees are paid.

Fines and fees may be paid in any branch or by accessing your account online using a credit card.

Fines and fees schedule

Print items	\$.20/day
Audiobooks.....	\$.20/day
DVDs/Blu-rays/Music CDs.....	\$.20/day
Pocket Wifi, Launchpad.....	\$.20/day
Magazines.....	\$.20/day
Microfilm reader/printer, B&W.....	\$.10/page
Microfilm reader/printer, color.....	\$.30/page
First lost library card.....	No charge
Replacement lost card.....	\$1 each
Out-of-state card	\$25/year
Black and white copies	\$.10/page
Color copies.....	\$.30/page
Scanned page	\$.10/page
Fax	\$1 first page
Fax, additional pages	\$.50/page
Internet/computer printers, B&W	\$.10/page
Internet/computer printers, color.....	\$.30/page
Damaged items*	Varies
Collection agency fee**	\$10/incident

***Lost/damaged items**

If an item is lost, damaged beyond repair or a part of the item is missing, the replacement fee may be a portion up to the full price of the item, plus a processing fee.

****Collection agency fee**

The borrower is responsible for all items borrowed on his or her library card. Parents and legal guardians are responsible for borrowed items, fines and fees associated with their child's card.

The library reserves the right to refuse further service until overdue items are returned and account balances are paid. The library may employ a third party to assist in retrieving overdue materials and fines.

The collection agency fee is \$10 per individual account for each time an account is referred for collection.

Notices

Notices are sent to you by text, email or phone, depending on how your account is set up. Email or text notification is better for you and the library because you:

- Receive faster notification of when your requested items are ready to pick up.
- Receive courtesy reminders three days before items are due.
- Receive notices of overdue items more quickly.

Add or update your email address by contacting the library or logging into your library account online.

As a courtesy, the library will make reasonable efforts to contact patrons regarding overdue materials. However, non-delivery of notices does not exclude patrons from overdue fines.

Need more information?

Library account help line.....	513-735-7144
Amelia Branch.....	513-752-5580
Batavia Branch.....	513-732-2128
Bethel Branch	513-734-2619
Felicity Branch.....	513-876-4134
Goshen Branch.....	513-722-1221
Miami Township Branch.....	513-248-0700
New Richmond Branch.....	513-553-0570
Owensville Branch	513-732-6084
Union Township Branch.....	513-528-1744
Williamsburg Branch.....	513-724-1070

Visit: clermontlibrary.org
 Email: info@clermontlibrary.org

Library hours:

- Monday: 10 a.m. to 8 p.m.
- Tuesday: Noon to 8 p.m.
- Wednesday-Thursday: 10 a.m. to 6 p.m.
- Friday-Saturday: 9 a.m. to 5 p.m.

Additional information for registrants age 17 and under

Parents and/or legal guardians are responsible for any and all items borrowed on their children's library cards. Children's cards will be linked to the card of the signing parent and/or legal guardian, when applicable.

- I give permission for the minor on this application to check out Rated-R and/or TV-MA Blu-Rays or DVDs.

Parent/guardian signature _____

Parent/guardian (print) _____

Relationship to child _____

Street address _____

Apt. # _____ P.O. Box _____

City _____ State _____

Zip _____ County _____

Home telephone (_____) _____

Designated Borrowers (+18)

You may authorize designated borrowers who may check out, renew, pick up holds and pay fines for you. These individuals will be required to show a picture ID. You are responsible for all fines and fees associated with materials used by the designated borrower.

I would like the following people to be designated borrowers:

Signature _____

Date _____