

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 maintains an engaging eNewsletter about collections, events and services. Check the box if you do NOT want to receive these email messages.

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 _____



CLERMONT COUNTY PUBLIC LIBRARY BORROWING GUIDELINES

Loan periods

Due dates are shown on your receipt and can be checked in the library catalog under "My Account." Check due dates and renew items on your card promptly to avoid overdue fines.

Adult bestsellers	14 days
Audiobooks*	28 days
DVDs/Blu-rays.....	7 days
Music CDs.....	14 days
Magazine.....	7 days
Playaway Views	7 days
Playaway Launchpad	7 days
Pocket Wifi.....	7 days
All other items	28 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.....	15 items
Music CDs.....	25 items
Playaway Views.....	5 items
Playaway Launchpad.....	5 items
Pocket Wifi.....	1 item

Returning items

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

Renewing items

Books and other items can be renewed three times by:

- Using the "My Account" feature of our catalog to renew your items online.
- Calling your branch library during regular service hours.
- Renewing your materials in person at a branch library.

Have your library card number and PIN handy when you renew your items online.

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.

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.

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

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.

Parent/guardian signature _____

Parent/guardian (print) _____

Relationship to child _____

Street address _____

Apt. # _____ P.O. Box _____

City _____ State _____

Zip _____ County _____

Home telephone () _____

DESIGNATED BORROWERS

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:
(Designated borrowers must be 18 or older.)

Signature _____

Date _____



Fines and fees schedule

Print items	\$.20/day
Audiobooks	\$.20/day
DVDs/Blu-rays/Music CDs.....	\$1/day
Pocket Wifi, Launchpad.....	\$1/day
Magazines.....	\$.20/day
Microfilm reader/printer, B&W.....	\$.10/page
Microfilm reader/printer, color.....	\$.30/page
First lost library card.....	No charge
Second 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 fee includes 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-Tuesday: Noon to 8 p.m.
Wednesday-Thursday: 10 a.m. to 6 p.m.
Friday-Saturday: 9 a.m. to 5 p.m.