

PURPOSE:

To detail card type, renewal, loan limits as well as fines and fees associated with application and renewal requirements for the Chesapeake Public Library (CPL) cards.

POLICY:

A CPL Card allows card owners to check out books, music, movies and more from all locations in Chesapeake. At www.infopeake.org, card owners can access digital materials and premium websites twenty-four (24) hours a day.

Individuals are limited to one (1) CPL card per person. Library cards are issued until fifteen (15) minutes before closing; exceptions may be made by Library staff.

Applicants of all ages must be physically present to receive a library card.

Verification: Traditional library cards will be issued to eligible applicants upon completion of library card application and presentation of government-issued identification. Juvenile cards issued offsite will not require adult identification, but will require parent signature. E-cards will not require identification.

Types of Cards:

Traditional Library Cards- Traditional library cards require in-person presentation of a government-issued identification with no previous CPL card on record. Patrons under 16 years of age must have a parent present to receive a traditional library card.

Loan Limits: 30 Items

Loan Period: Three (3) week loan period for materials in the general collection: books, magazines, DVDs, music CDs, books on CD, books on MP3, etc. Five (5) video games may be borrowed at one time. Loan periods for holidays, scheduled Library closures and inclement weather are globally adjusted. Book drops are available twenty-four (24) hours a day. (Library staff make every effort to process book drops in a timely manner, but it is the responsibility of the patron to ensure the materials are returned properly. Leaving materials outside the book drop does not ensure proper return.)

Item Renewal: Items may be renewed a max of two (2) times, unless item is on hold for another patron or in a special collection such as the Lucky Day collection. Accounts with balances of \$10.00 or more and/or accounts with a fine amount more than ninety (90) days old are blocked from renewing materials online.

Holds: 10 items at one time

Fines and Fees: .20 per day, max item overdue fines 3.00. Fines begin to accrue once the item is overdue. If items are renewed when overdue, the account holder will owe fines for the period of time between the original due date and the day of renewal. (ILL fees are based on lending libraries and not subject to the same fine schedule or limit.)

Student Cards- Student cards may be issued at library branches or offsite to students under 16 years of age. Offsite library cards must be preceded by a signed card application from the parent or guardian of the library card holder.

Loan Limits: 5 Items

Loan Period: Three (3) week loan period for materials in the general collection: books, magazines, DVDs, music CDs, books on CD, books on MP3, etc. One (1) video game may be borrowed at one time. Loan periods for holidays, scheduled Library closures and inclement weather are globally adjusted. Book drops are available twenty-four (24) hours a day. (Library staff make every effort to process book drops in a timely manner, but it is the responsibility of the patron to ensure the materials are returned properly. Leaving materials outside the book drop does not ensure proper return.)

Item Renewal: Items may be renewed a max of two (2) times, unless item is on hold for another patron or in a special collection such as the Lucky Day collection. Accounts with overdue or lost items are blocked from renewing materials online.

Holds: 5 items at one time

Fines and Fees: Student cards will not be charged overdue fees, but will be subject to lost item charges. Student cards will go into blocked status, rendering card holders unable to check out further library materials, until accounts are cleared of overdue items.

E-cards- E-cards are available without identification. Patrons may be issued e-cards that will allow access to the Library's databases, online materials, and premium websites by visiting any library branch in-person, and presenting their name and date of birth to Library staff.

E-cards are for online materials and databases only. Some services not applicable:

Loan Limits

Item Renewal

Holds

Fines and Fees

Institutional Cards- Licensed or non-profit groups, including daycares and classrooms, are eligible for Institutional Cards by going through Library Outreach. Institutional cards require the personal information of three (3) institutional representatives who will assume fiscal responsibility for borrowed items.

Loan Limits- 30 items

Loan Period: Five (5) week loan period for materials in the general collection: books, magazines, DVDs, music CDs, books on CD, books on MP3, etc. Five (5) video games may be borrowed at one time. Loan periods for holidays, scheduled Library closures and inclement weather are globally adjusted. Book drops are available twenty-four (24) hours a day. (Library staff make every effort to process book drops in a timely manner, but it is the responsibility of the patron to ensure the materials are returned properly. Leaving materials outside the book drop does not ensure proper return.)

Item Renewal – Items may be renewed a max of two (2) times, unless item is on hold for another patron or in a special collection such as Lucky Day collection. Accounts with balances of \$10.00 or more and/or accounts with a fine amount more than ninety (90) days old are blocked from renewing materials online.

Holds- 10 items at one time

Fines and Fees- Institutional Cards will not be charged overdue fines, but will be subject to lost item charges.

STOLEN CARDS: Card owners, legal guardians and parents are responsible for payment of fines and fees for overdue items, interlibrary loan fees, lost, damaged or stolen materials. In the event a card is stolen and material is checked out and not returned, the card owner is responsible for the payment of those materials, unless a Police Report has been filed and is provided to Library staff. It is the responsibility of card owners to alert the Library if a card has been stolen.

CARD RENEWALS: In order to ensure Library records remain accurate, card owners are required to renew their library card privilege every year. In order to update the patron's account in the computer, patrons must call or come in and confirm Library records are correct. Any change in patron information requires an in-person library visit with proof of requested change.

It is the responsibility of the account holder to update their information; failure to do so does not exempt them from fees or fines accrued on their account.

A library card and PIN (Personal Identification Number) or a valid photo ID are required to access library accounts, check out materials, place materials on hold, and use public computers. Only those patrons whose name appear on the account are able to use the card.