



Barberton Public Library Library Card Policy

All Ohio residents, or individuals who work, own property, or attend school in Ohio, are entitled to a free Barberton Public Library card. The Library offers the following card types: Standard, Access, eCard, and Teacher.

As a member of CLEVNET, Barberton Public Library accepts library cards from other CLEVNET member libraries and will not issue duplicate cards to current cardholders.

Standard Cards

Standard cards provide access to all circulating materials, eMedia resources, and public computers.

To qualify for a standard card, an individual over the age of 16 may apply in person at any Barberton Public Library location by providing photo identification, current address, and date of birth. Acceptable forms of photo identification include a valid driver's license, state ID card, passport, or military ID. If the photo identification provided does not show the applicant's current address, proof of current address will be required.

A parent or legal guardian must accompany those under the age of 16, or children over 16 who do not possess acceptable photo identification, to provide photo identification and proof of current address. Children must be present at the time their card is issued. Parents or guardians who register their child for a library card are financially responsible for all materials borrowed on that card. A cardholder who has been referred to a materials recovery service may not register their child for a standard card. Library staff will not monitor the materials used in the Library or borrowed by children. It is the responsibility of the parent or legal guardian to monitor the content and quantity of materials borrowed by their children.

Access Cards

Access cards allow cardholders to borrow up to three print materials owned by the Barberton Public Library, as well as access to the Library's eMedia collection and public computers.

Access cards are available to any adult or child who is unable to qualify for a standard card or any child under the age of 18 whose standard card is blocked or has been referred to a materials recovery service. Standard cardholders over the age of 18 are not eligible for an access card regardless of their account status.

Qualifying individuals may apply in person at any Barberton Public Library location by providing their name, contact information, and date of birth. No photo identification or signature is required.

eCards

eCards provide access to eMedia resources only. Individuals may apply for an eCard through the Barberton Public Library's website. Cardholders with any other type of Barberton Public Library or CLEVNET member library card are not eligible for eCards.

Teacher Card

Teacher cards are available to individuals who function as an educator in a public, private, or homeschool setting, a caregiver at a commercial or private preschool or daycare, or a group leader in a youth organization or educational entity. Regular borrowing policies generally apply, though some materials owned by the Barberton Public Library will qualify for extended loan periods. Materials borrowed using a teacher card should be for classroom use only and not for personal use, and the cardholder is financially responsible for any materials borrowed on the account.

To qualify for a teacher card, individuals over the age of 18 must have a standard Barberton Public Library card or other CLEVNET member library card in good standing. Teachers whose standard card is blocked due to fines or fees or has been referred to a materials recovery service will not be permitted to use their teacher card until borrowing privileges have been restored on their standard card.

Cardholders' Responsibilities

Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Cardholders will be asked to present a valid library card or photo identification when checking out materials.

Cardholders are responsible for reporting any changes in their account information in a timely manner. All library cards issued by the Barberton Public Library must be renewed periodically so that the Library may confirm that account information is current and correct.

Cardholders may grant permission for designated individuals to use their library card to check out materials, pick up reserved materials, and pay fees. The designee will be asked to present the library card associated with the cardholder's account and may be asked to provide photo identification when checking out materials. Cardholders who allow others to use their library card are financially responsible for any materials borrowed by the designee. Because library records are private, designated individuals will not be given information about the cardholder's account that they are using, though parents or legal guardians may be granted access to the account information of their child provided they are listed as the parent or guardian on the account.

Fraudulent use of a library card issued by the Barberton Public Library is not permitted and may result in expulsion from the Library or revocation of borrowing privileges. Fraudulent use of a library card may include, but is not limited to, any of the following acts: obtaining or attempting to obtain a library card by means of false identification or address, using or attempting to use a library card which has been revoked, or using or attempting to use a library card that belongs to someone else without the cardholder's consent.

Lost or Stolen Library Cards

In the event a library card is lost or stolen, it is the cardholder's responsibility to report the loss or theft to the Barberton Public Library or another CLEVNET member library in a timely manner. A police report may be required if a cardholder claims materials were checked out without permission.

A new library card will be issued free of charge to cardholders whose card was stolen; lost cards may result in a fee. Cardholders will be asked to present photo identification when obtaining a replacement card. Materials and fees associated with lost cards will be transferred to the new card.

Authority

The Director has the authority to waive or modify any part of this policy at their discretion if warranted by extenuating circumstances.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees July 28, 2022. Revised August 25, 2022.