

BORROWERS POLICY

The Jay C. Byers Memorial Library policy is to serve the residents of the City of Cleveland and the surrounding area.

A borrower's card will be issued according to the following requirements:

- Any Pawnee County resident or patron who lives within a 20-mile radius of Cleveland may apply for a card, with no minimum age limit. However, a child may only get a library card if the responsible adult (parent/guardian) signing for the child also has a card.
- An individual employed within Pawnee County may apply for a card.
- Prompt verification of mailing address provided on the application shall be the responsibility of the Library Director. Such verification (driver's license or mail showing current mailing address) shall be completed before the issuing of a card.
- A parent/guardian must sign the application for minor children and will be financially responsible for any fines and/or overdue materials incurred by the minor child. The parent/guardian must also have a library card.
- The customer assumes full responsibility for all use made of the library card. By signing the application form, the borrower agrees to comply with all library policies, to pay all fines, to be responsible for any loss or damage to materials, and to provide immediate notice of any changes in contact information.

A replacement card will cost \$2.00.

Cards may be revoked for failure to return materials, failure to replace lost or damaged materials, or repeated destruction of materials. Procedures to be followed are:

1. Determination of revocation shall be at the discretion of the Library Director and/or Library Board of Trustees.
2. The Library Director shall be responsible for notifying the borrower when the card is revoked.
3. After a minimum of three (3) months has elapsed, the holder of a revoked card may petition for reinstatement. The Library Board shall be responsible for approving/denying such reinstatement. The Library Director shall inform the petitioner of the action of the Board.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director, Library Board of Trustees, and the Cleveland City Council. Any questions, comments or concerns regarding this policy should be submitted to the Library Director.

Revised 4/9/18

Revised 4/22/19

Revised 9/4/20

Reviewed 4/18/22