

# BORROWING GUIDELINES

## MIDDLETOWN

125 South Broad Street  
Middletown, OH 45044

**Mon–Thurs** • 10 AM–8 PM

**Fri & Sat** • 10 AM–5 PM

**Sun** • 1–5 PM *(Labor Day–Memorial Day)*

## WEST CHESTER

9363 Centre Pointe Drive  
West Chester, OH 45069

**Mon–Thurs** • 10 AM–8 PM

**Fri & Sat** • 10 AM–5 PM

**Sun** • 1–5 PM *(Labor Day–Memorial Day)*

## TRENTON

200 Edgewood Drive  
Trenton, OH 45067

**Mon–Thurs** • 10 AM–7 PM

**Fri & Sat** • 10 AM–5 PM

**Sun** • CLOSED

## MONROE

1 Tennessee Avenue  
Monroe, OH 45050

**Mon–Thurs** • 10 AM–7 PM

**Fri & Sat** • 10 AM–5 PM

**Sun** • CLOSED

## LIBERTY

7100 Foundry Row, Suite S-234  
Liberty Township, OH 45069

**Mon–Sat** • 10 AM–7 PM

**Sun** • 1–5 PM *(Labor Day–Memorial Day)*

## LIBRARY ON WHEELS

*Bookmobile and Outreach Services*

## LIBRARY CARDS

Anyone who lives, works, attends school or owns property in Ohio may apply for a Library card. Children are eligible for a card at birth, but anyone under 18 must have a parent or guardian present when applying. The Library requires photo I.D., proof of current address and a completed application.

## BORROWING LIMITS

All new card holders will have a 10 item limit for a 2 month provisional period. Provisional status may also be assigned to patrons for reasons determined by Library staff.

- After demonstrating proper library procedure (no overdue or damaged materials) standard item limits apply. This includes a total checkout limit of 100 items.
- New Adult Card (ages 18+) - May check out any 10 items with the exception of SearchOhio items, mobile hotspots and connectivity kits. Limited to 10 holds.
- New Youth Card (ages 0-17) - May check out 10 items with the exception of DVDs, SearchOhio items, connectivity kits and mobile hotspots. Limited to 10 holds.

## RENEWING MATERIALS

You may renew materials at the Library, via the Library's website ([www.MidPointeLibrary.org](http://www.MidPointeLibrary.org)), or by phone (513-424-1251).

MidPointe offers automatic renewal on most physical items, and they will renew up to 20 times.

SearchOhio and OhioLink items will be automatically renewed up to 3 times.

Several exceptions do apply. Items that are not applicable for automatic renewals are: items on hold for another patron, Fast Reads, items checked out with a Teacher Card, and items from MidPointe's eLibrary.

## OVERDUE MATERIALS

Overdue notices are courtesies only. Failure to receive such a notice does not exempt the cardholder from responsibility regarding borrowed items. When items are 21 days overdue, the Library will assume they are lost and patrons will be billed for the retail cost of the item. The replacement charge will be waived if a new, exact match for the item is provided, however a \$5.00 processing fee will be assessed. No refunds will be given once processing is complete.

Fees in excess of \$50.00 may be sent to collections and a nonnegotiable \$10.00 collection agency fee is assessed on these accounts.

## Additional Information

- Notify the library immediately if your address, phone number or email address changes.
- With your card, you may borrow materials from all MidPointe locations.
- Your card gives you access to many digital downloads (research databases, digital magazines, music, ebooks, audiobooks and more) via the Library's website at [www.MidPointeLibrary.org](http://www.MidPointeLibrary.org).

## GO MOBILE

For easy access to Library materials and your account, download the MidPointe App by searching "MyLibrary!" in the app store for your mobile device.

 /MidPointeLibrarySystem

 midpoint\_library

 MidPointe

 /MidPointeLibrary

**(513) 424-1251**

[www.MidPointeLibrary.org](http://www.MidPointeLibrary.org)

## MATERIAL LIMITS, LOAN PERIODS AND OVERDUE FINES

Material	Item Limit	Loan Period	Renewals <small>(available if item is not on hold for another patron)</small>
Books, Magazines, Audio Books, Read-Alongs, Wonderbooks, CDs	100	21 days	20
DVDs & Blu-Rays (Adult Cards Only)	100	7 days	20
Playaway Launch Pads	2	7 days	20
FAST READS Collection	10	7 days	0
Video Games	10	7 days	20
Mobile Hotspots and Connection Kit: <i>Chromebook/Mobile Hotspot</i> (Adult Cards Only)	1	21 days	5
SearchOhio/ OhioLINK Materials	50	21 days (Print & Audio)  7 days (DVDs)	3
Education Tools (including science kits and Sprout Backpacks) and Board Games	2	21 days	20
Laptops and/or Electronic Accessories	1	180 minutes	0

*MidPointe is fine free for all Library-owned materials. SearchOhio and OhioLINK items can still incur overdue fines at \$.50 a day. Lost or damaged items from SearchOhio and OhioLINK will be charged \$25 or \$125 respectively.*

By accepting your Library card, you agree to the terms of issue and assume responsibility for the card's use. In the event of loss, theft or unauthorized use of your card, notify the library immediately. You will not be liable for unauthorized use that occurs after you give notice of its loss. The Library assumes that anyone who presents the card has been given permission to use it. The card is the property of the Library and can be revoked. If the card is issued to a person under 18, the parent or guardian is responsible for the selection, use, and return of library materials and for any charges incurred.