

REGISTRATION FOR LIBRARY CARDS

I. General

- A. A Hubbard Public Library card entitles a person to borrow library materials from the Hubbard Public Library and the other members of the CLEVNET consortium. Individual libraries in the consortium reserve the right to set loan and usage restrictions for their own collections.
- B. Cards for resident borrowers expire three years from date of issue even if borrower subsequently moves out of the state. Cards for borrowers who do not qualify for a free card expire one year from date of issue.
- C. Library cards are not transferable. Only the person whose name appears on the card may use the card. Patrons who want to have someone else pickup their materials, must let a staff member know so a notation can be made in their record.
- D. Clerks are not to complete applications unless patron cannot.
- E. Always check computer registration files BEFORE asking person to complete the application. It is strongly recommended that each individual hold a card from only one library in the consortium. It is the patron's right to choose which library this will be.

II. Eligibility

- A. Ohio residents may register for a library card free of charge.
- B. There is an annual fee of \$20.00 for out-of-state borrowers who are not employed or attending school in Ohio. Out-of-state applicants must present an Ohio pay stub or proof of Ohio school enrollment every year in order to register for a free card. Additional cards for immediate family members residing at the same address may be acquired at no charge.

III. Transient Borrowers

Transient out-of-state patrons may borrow books for a single loan by depositing the retail price of each book or \$15.00 for each book if the price cannot be located. The deposit is refunded when the books are returned.