

Direct Lend Policies for SWON Libraries Members

General Information

All customers of SWON member libraries are able to receive borrowing privileges with the Clermont County Public Library. All applicants must present a photo ID and proof of his or her current address. Children under 18 must have a parent's or legal guardian's signature. The parent or legal guardian needs to show photo identification and proof of current address.

Privileges

- Borrowers are limited to 5 items for the first month. After the first month there is no limit except for DVDs and music CDs which are limited to 25 each.
- Loan periods:
 - 14 days: Adult bestsellers, fiction & nonfiction
 - 14 days: Music CDs, holiday books
 - 10 days: Entertainment videos
 - 7 days: Magazines
 - 7 days: Videos, DVDs (except for entertainment videos)
 - 28 days: All other materials
- With the exception of entertainment videos, if there are no holds on an item, it may be renewed once in-person, by telephone to a branch, or through the online library catalog. Entertainment videos may not be renewed.
- Database access is dependent on the resource, but all can be accessed within the library and most can be accessed remotely via the online library catalog or library website using your library card.
- All branches are open 9am-9pm Monday through Thursday and 9am-5:30pm Friday and Saturday.

Internet Policy

The Clermont County Public Library's internet policy can be read at <http://www.clermontlibrary.org/policyinternet.shtml>

Overdue Notifications

- 20¢ per day overdue: Magazines and books
- 50¢ per day overdue: Audio-visual materials
- Lost items: The charge includes the full price of the item and a processing fee.
- Damaged items: If the material is damaged beyond repair or is missing a part, the charge includes the full price of the item and a processing fee. If the item is still useable, no charge except for any overdue fines.
- Lost library cards: \$1 after the 1st lost card
- Accounts with overdue materials or fines that exceed \$25.00 will be sent to a materials collection service. A \$10 processing fee will also be added to the account.
- Other Fees
 - \$1 per video per checkout for entertainment videos
 - \$10 Material Recovery fee
 - 10¢ per page for microfilm reader/printer
 - 10¢ per page for photo copier
 - 10¢ per page for black & white Internet and computer printing
 - 50¢ per page for color Internet and computer printing



Contact Information

If you have questions about SWON Libraries direct lending at the Clermont County Public Library, please contact:

Elizabeth Fiene

Information Services Coordinator

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