

CIRCULATION POLICY

To check out materials from the Columbus Public Library, the account holder must have a current Columbus Public Library card in good standing (per Privileges and Account Collection policy).

Account holders, or their adult signatories, agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, account holders agree that if the item is lost or stolen while checked out to them, the account holder is responsible for the cost of its replacement, according to the Schedule of Fines and Service Fees.

Patrons may not purchase and/or download content onto the Library's e-devices. Any content purchased will be charged to the patron's account.

The Columbus Public Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy on library devices made available for checkout.

Devices returned via a book drop will be charged a fine (see Schedule of Fines and Service Fees).

PHYSICAL COLLECTION

BOOKS	3-week checkout, two 3-week renewals* Limit of 40 books
AUDIO BOOKS	3-week checkout, two 3-week renewals* Limit of 10 items
MAGAZINES	1-week checkout, two 1-week renewals* Limit of 10 items
DVDs	1-week checkout, two 1-week renewals * Limit 10 per card.
PROJECTORS & SCREEN	3-day checkout, two 3-day renewals* Do not return via book drop
SPECIAL COLLECTIONS	Length of time varies; notice given at time of check out

*Items on hold for another account holder are not renewable.
Account holders may have up to 10 items on hold at one time.

IN THE LIBRARY:

The Library provides equipment available for patrons to use in the building, including some electronic devices.

Devices designated for In- Library Use Only may not leave the library under any circumstances.

Patrons may not purchase and/or download content onto the Library's devices. Any content purchased will be charged to the patron's account.

The Columbus Public Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy. Refer to the Internet Safety and Use Policy for guidelines and legal requirements.

When using operations that produce sound, on personal or library-owned devices, patrons must use headphones.

The Columbus Public Library reserves the right to refuse this service to patrons who do not follow the lending policy or are repeatedly late in returning devices.

Some in-library use items are only available to account holders. Account holders must leave a photo ID, or other personal item, with library personnel while In- Library Use Only devices are checked out.

All items borrowed or checked out must be returned to library personnel at least 15 minutes before closing.

Adopted by the Library Board on 03/13/2008; revised 03/11/2010, revised 11/10/2011, revised 2/14/2013, revised 3/13/2014, 4/10/2014, 7/9/2015, 11/7/2016, 4/12/2018, combined Computer Use Policy (adopted by the Library Board on 7/9/15, revised by Library Board 4/12/18, effective 10/1/18) and revised 10/12/2021