

Your Library card provides access to so much more than books!

### Public Internet Stations:

A valid, fine free Library card must be provided at the time of use.

All users are bound by Kinsman Free Public Library Internet Use Policy.



### WiFi Jetpacks:

Mobile WiFi Hotspot Jetpacks allow you to connect up to 15 devices to the Internet at one time. Can only be used within the continental United States.

Loan Period: 7 days, limited to one checkout per month, per household

Fines: \$3.00 per day

### Library of Things:

The Library offers a variety of "Things" that you can borrow and take home. Checkout tech gadgets, fitness gear, craft supplies, and more!

To Borrow: Must have a Kinsman Free Public Library card in good standing. Must be 18 years of age or older to borrow any "thing" with a replacement fee of or exceeding \$50.00.

Loan period: 14 days and are non-renewable

Fines: \$3.00 per day

Damage/replacement fees determined by item

### Other Services Provided:

Free Wi-fi

B&W and Color Copier and Printer

Fax services- (330) 876-3335

Programs for all ages! Visit the website for info.



6420 Church Street  
Kinsman, Ohio 44428  
330-876-2461

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

### Library Hours

In light of the Covid-19 pandemic, the Library may alter service and building hours in accordance with recommendations from the state and county health departments. Please check the Library website and social media sites often to see current building and service hours.

We prioritize the health and safety of our staff and residents!

# Kinsman Free Public Library



## Borrowing Guidelines and Policies

## CLEVNET Cooperation:

Kinsman Free Public

Library is part of the

CLEVNET library consortium. This gives you access to millions of titles!



## To apply for a card:

A photo ID and proof of current address is required for all card applicants.

Ohio Residents: Free

Out of state residents: one-time \$5.00 fee

Under 18 years must be accompanied by a legal guardian with a valid ID.

New cards applicants are limited to checkout 4 items until they receive their new card. Once the card is received in the mail, they are given full checkout privileges.

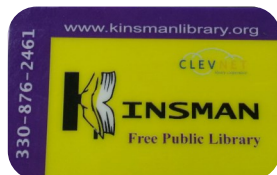
## Card Holder Responsibilities:

The signer of any application is responsible for all material charged out on that card (adult and minor), and any payment/fees incurred on that card.

Please note: Library staff does not monitor or restrict a minor's choice of materials for any reason. The parent/guardian is encouraged to take an active role in monitoring what is being borrowed.

Report all lost/stolen cards immediately. Card holders are responsible for all materials charged on the card up until the time of notification.

Report all changes in name and contact information to the library.



Replacement cards:

Adult: \$3.00

Minor: \$1.00

You must present a valid Kinsman Free Public Library or CLEVNET member card to borrow materials, pick up holds, pay fines, and use Internet stations.

## Kinsman Lending Periods:

7 Day Video/DVD/Games and Magazines

14 Day All other materials, unless noted

Items borrowed from other libraries may have a different loan period set by the owning library. Refer to your checkout slip and account information for due dates.

## Renewing Library Items:

CLEVNET will attempt to automatically renew your items one day before they are due. Restrictions (holds on the item, maximum renewal limit, the card is blocked, etc.) may prevent your items from renewing. CLEVNET will notify you if restrictions prevent renewal of your items.

You may also renew materials in person at the Library, by phone, and online through your CLEVNET account.

## Returning Items:

In accordance with Covid-19 procedures all returns must be placed in the curbside drop boxes with the exception of Wifi hotspots, Launchpads, backpacks, and Library of Things items which should be returned at the Circulation desk.

Do not force or overstuff items in the drop box.

You can also return to any CLEVNET library.

## Damaged, Lost Material:

Repair/replacement fees are charged and will include a processing fee. Minimum repair fee is \$3.00 per item.

## Overdue Materials:

\$1.00 per item, per day for books, magazines, audio books, CDs

\$1.00 per item, per day for DVDs and games

Overdue notices are sent automatically to card holders. After a set time, the overdue item(s) will be considered lost and the card holder will be billed.

## Fees:

Any fee or overdue item on your record will restrict you from any online action within your account. A fee will restrict card from use.

## Payment of Fees:

Cash or check (with a valid library card or ID) are accepted at the Library. Fees may be paid online through your CLEVNET account with a credit or debit card. Fees may be paid in full or installments.

Returned Check Fee: \$30.00

## CLEVNET Account:

Your CLEVNET Account allows you to renew items, place holds, and pay fines. You can log into your account using your card number as the username and 8 digit birthdate as the pin.

## Reserve Materials/Place a Hold:

Place a hold in person, by phone, or online by logging into your CLEVNET account. You will be notified when the item becomes available by phone, email, or text. Items will be held at the library for 4 days for pickup. You will need the library card used to place the hold in order to pickup. Holds are not transferable to another patron's card.



An Original Carnegie Library  
Established 1913