

The State Library of Ohio  
Circulation Policy for SEO Library Center  
May 7, 2013

1. PURPOSE

These policies are intended to make the largest possible number of materials available to the largest possible number of users.

2. CLIENTELE

A. SEO Consortium Member Library

B. Any Ohio resident

C. Any state employee

D. Libraries

E. Correctional Facilities

3. SERVICES PROVIDED

1. Access to the collection of the Serving Every Ohioan (SEO) Library Center.

2. Requests for items not located in the SEO consortium database will be checked on OCLC and requested on behalf of the SEO Consortium membership borrowers.

4. LENGTH OF LOAN PERIOD

A. All Materials except entertainment media

The circulation period is 28 days. Adjustments of circulation time may be made to meet unusual demands. Materials may be renewed if there are no pending requests by other borrowers.

B. Media

Public Performance films and die cut patterns from the SEO Library Center are available for booking by state agencies and public libraries in Ohio via the Medianet booking database.

The loan period for entertainment media is 7 days to include the day(s) of use and the time required for transportation from and to the SEO Library Center. All other media circulates for the default loan period of 28 days.

### C. Overdue Materials

Notices will be sent at the time an item is overdue, following the notice schedule as outlined below.

- First notice sent on Day.....14 days overdue
- Billing notice sent on Day .....60 days overdue

### D. Billings

After an item is 60 days overdue, the automated circulation system will generate the bill. A typed invoice will be sent to Fiscal Services to post.

In billing for lost material, the actual charge to the borrower will consist of the list price of the material as indicated in the circulation system database.

If the price of the lost material is not in the circulation system database, the actual charge to the borrower will consist of the price of similar material (e.g. hardback, trade paperback, mass market paperback, media format) as cited in standard selection aides, such as Amazon.com or Barnes & Noble.

If a library participating in the SEO Consortium receives a payment for a lost item that belongs to the SEO Library Center, the consortium library keeps the payment. No money will be exchanged. Over time, the loss of materials between libraries will find balance.

Libraries not participating in the SEO Consortium will remain responsible for payment of lost materials of the SEO Library Center and consortium member libraries.

The borrower may replace the lost or damaged material with a copy of the same title, or another title acceptable to the library in lieu of payment. No charges will be issued for lost material costing less than \$5.00 or if the damaged material is returned.

## 5. BORROWER'S RESPONSIBILITIES

- A. Return of library materials will be required on or before the designated due date.
- B. Borrowers are responsible for materials borrowed until they are returned to the library from which the item was borrowed.
- C. Replacement of materials: The borrower may replace a lost material with the same title or another title acceptable to the library.

## 6. CONFIDENTIALITY OF LIBRARY RECORDS

The State Library of Ohio Protecting Privacy Policy is to assist in the efforts of the agency to be compliant with section 1347.15 of the Ohio Revised Code.

## 7. BORROWER REGISTRATION

Public libraries can register with the SEO Library Center for borrowing privileges on their customer's behalf for all materials owned by the SEO Library Center.

Public Libraries must enter into an Interlibrary Loan contract for a fee to access materials owned by the SEO Consortium Member Libraries.

## 8. SANCTION LIST

A borrower of the SEO Library Center may have their borrowing privileges denied if:

1. It is determined by the Director that the borrower has consistently ignored the SEO Library Center's circulation policies.
2. If the borrower's account has met the \$50 threshold of being delinquent, then they will be restricted from placing holds.

## 9. ADJUSTMENTS

The SEO Director is authorized to adjust billings when:

1. It is determined that all or a portion of the billing was created by an error or an oversight by the staff of the SEO Library Center. For example, if a book that has been reported lost is found in the stacks, the charge to the borrower for that material will be adjusted to zero.
2. The borrower returns a book that has been previously reported lost and the title has not been paid for, the bill will be credited.
3. The SEO Library Center does not provide refunds for lost items that have been paid for.