



NEW CARLISLE
PUBLIC LIBRARY
DISCOVER ALL THE POSSIBILITIES

Applying for a Library Card

- Complete the application. Patrons are responsible for all items checked out on their card.
- Show Ohio photo ID, or out-of-state ID with proof of Ohio address.
- Anyone under age 18 requesting a card must have a parent or guardian present to apply for a card. The parent or guardian is responsible for all items checked out on their child's card, and must decide if the child has permission to use the internet. The Library does not restrict access to materials based on age.
- Teachers can obtain a Teacher Card to check out items for their classroom for 2 months. Teachers may have a second NCPL card for personal use. Personal items may NOT be checked out on a Teacher card.

Lending Periods

- Patrons may check out as many books, audiobooks, CDs, and magazines as they feel comfortable being financially responsible for. These items circulate for 28 days at a time, except for Quick-Pick Books, which circulate for 14 days.
- Patrons may check out up to 15 DVDs or video games at one time, and they circulate for 7 days.
- Patrons may only check out two Quick-Pick DVDs at a time, for two days of circulation.
- All items will automatically renew up to three times, under the following conditions:
 - They are NOT Quick-Pick DVDs or Books, or a specialty item
 - No other patron has a hold on the item

Overdue Fees

- Beginning February 2019, the New Carlisle Library will stop charging overdue fees on most items. Items that will still have fines include:

Quick-Pick DVDs	\$0.50 per day
Quick-Pick Books	\$0.10 per day
Telescope	\$5.00 per day
DVD sleeve replacement	\$0.50 per sleeve

- If an item is 30 days overdue, it will convert to LOST status and the account will be charged the cost of the item. Once the item is returned, that cost is removed and no additional fees will be charged.