### Loan Periods

Cardholders may check out a total of 150 items on a library card. Overdue fines begin to accrue the day after an item’s due date.

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
<th>Limit</th>
<th>Fines/Day</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2 weeks</td>
<td>none</td>
<td>.10</td>
<td>10</td>
</tr>
<tr>
<td>Book Kits</td>
<td>6 weeks</td>
<td>2</td>
<td>.50</td>
<td>none</td>
</tr>
<tr>
<td>Magazines</td>
<td>2 weeks</td>
<td>none</td>
<td>.10</td>
<td>4</td>
</tr>
<tr>
<td>Music CDs</td>
<td>2 weeks</td>
<td>20</td>
<td>.10</td>
<td>4</td>
</tr>
<tr>
<td>Audiobooks (Books on CD)</td>
<td>2 weeks</td>
<td>20</td>
<td>.10</td>
<td>4</td>
</tr>
<tr>
<td>DVDs &amp; Blu-Rays - Fiction</td>
<td>1 week</td>
<td>Total</td>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>DVDs &amp; Blu-Rays - Nonfiction</td>
<td>2 weeks</td>
<td></td>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>DVD Sets (3 or more DVDs) - Fiction and nonfiction</td>
<td>2 weeks</td>
<td></td>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>Video Games</td>
<td>1 week</td>
<td>2</td>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>OhioLINK - Books</td>
<td>3 weeks</td>
<td>25 SO/OhioLINK</td>
<td>.50</td>
<td>6</td>
</tr>
<tr>
<td>OhioLINK - Media</td>
<td>1 week</td>
<td></td>
<td>.50</td>
<td>3</td>
</tr>
<tr>
<td>SearchOhio - Books and most Media</td>
<td>3 weeks</td>
<td>75 total inter-library loans</td>
<td>.50</td>
<td>3</td>
</tr>
<tr>
<td>SearchOhio - Movies (DVD or VHS)</td>
<td>1 week</td>
<td></td>
<td>.50</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electronic Devices

Patrons over age 18 with cards in good standing below the $10 fine threshold may borrow:

<table>
<thead>
<tr>
<th>Device</th>
<th>Loan Period</th>
<th>Limit</th>
<th>Fines/Day</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nook</td>
<td>2 weeks</td>
<td>1</td>
<td>.50</td>
<td>2</td>
</tr>
<tr>
<td>Laptop—for use in library only</td>
<td>4 hours</td>
<td>1</td>
<td>---</td>
<td>See Reference</td>
</tr>
<tr>
<td>HotSpots (mobile Wi-Fi device)</td>
<td>14 days</td>
<td>1</td>
<td>$5.00</td>
<td>none</td>
</tr>
</tbody>
</table>

If a patron owes over $50.00, we consider those items checked out to the account to be missing. We will mail the cardholder a bill for the missing items. If after 10 days the account has not been resolved, it is submitted to Unique Management for assistance and a collection fee of $10.00 is added to the cardholder’s account.
Welcome to Mentor Public Library

Get the Items You Want

Stop in, call or visit mentorpl.org to find today's bestsellers, classics or a new favorite. You can reserve items and pick them up at any location or through our Main drive-through. Reserved items are held 5 days for you.

Don't want to wait? Check our Too Hot To Hold books and DVDs. These are popular items available on a first-come, first serve basis. They can't be renewed so more people can enjoy them sooner.

Get Linked

By signing a permission form, adults may link their cards to be able to pick up another's holds, renew items or pay fines. See a staff member who can help you link today.

Children's Cards

Children ages 17 and younger can get cards when their parent or legal guardian provides information and permission. Adults are responsible for all items their children check out as well as fines that accrue. Mentor Public Library does not limit anyone's access to any library materials.

Renewing and Returning Items

Please check your receipt for due dates. You can renew items at the library, by phone or online at mentorpl.org. Late fees begin to accrue the day after items were due. You may return your MPL items at any of our three locations — Main, Lake or Headlands.

Behavior in the Library:

Mentor Public Library aims to be a welcoming place where people can come to find materials, study, work and participate in programming. Library policy limits behavior that endangers or disturbs other patrons. Please be courteous and enjoy your visit.

Children ages 8 and younger must be accompanied by an adult at all times while at the library.

Words On Wheels

Mentor Public Library provides monthly homebound delivery to Mentor patrons who cannot visit the library. Books, movies and music can be dropped off and picked up. If you or someone you know has a long-term or short-term need for delivery, contact the library for more information.

Special Benefit Cards

Veterans and adults over age 60 are eligible for a special benefits card from the library. With this card, you receive a one-week extension on each item type. Some restrictions apply. See staff members for details.

Lose Something?

The library accepts new, unused replacement items if you lose or damage something you checked out. There is a $5 fee added to your card for processing the item you bring in. Ask Circulation staff for details.

What Can You Do With Your Card?

- Check out up to 150 items.
- Get materials from other libraries in the state through SearchOhio.
- Use digital services to stream or download music, movies, comics, ebooks, magazines and audiobooks.
- Use the adult and juvenile databases for research.
- Take an online class.
- Earn discounts with local businesses through our My Library Rewards program.
- Take Wi-Fi with you by checking out a mobile Hotspot.
- Create with our 3D printer.

CARD USE:

A new card is limited to 10 items (5 of them media) on the first day and no Hotspot checkout. Please remember to bring your card to check out materials and use the library's computers. Fines must be below $10 for cards to be used. Lost cards can be replaced for $1.

Computers, Internet, Copier and Fax

For your convenience, wireless internet is available throughout our branches so you can use your personal devices. Public computers are available for your use. You should bring your Mentor Public Library card and it should have less than $10 in fines. The library also has a copier and scanner as well. Ask our staff about the 3D printer!

- Computer use is limited to 4 hours per day per card.
- You get 50 cents in free prints with your card. Black and white prints or copies cost 10 cents each. Color copies cost 25 cents each.
- Laptops may be available for use in the library. A library card and state ID is required.

FAX service is available. We provide a free cover sheet for your transaction. For a local FAX, the cost is $1 per page. A long-distance FAX is $2 for the first page and $1 for each additional page.

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