

**CLEVELAND PUBLIC LIBRARY**

**Community Services Committee**

December 18, 2018

**RESOLUTION TO REVISE AND RENAME LIBRARY CIRCULATION POLICY**

WHEREAS, The Board of Library Trustees adopted a Circulation Policy on December 15, 2011, with revisions on June 19, 2014, and October 15, 2015, with the intent to better communicate the policies and procedures surrounding the circulation of library materials to the public; and

WHEREAS, In the interest of providing better service to the public, the Leadership Team now in place would like to draw a clearer distinction between policies and procedures, keeping the former within the purview of the Board of Library Trustees, and making the latter the responsibility of the Leadership Team; now therefore be it

RESOLVED, That the Board of Trustees amends the Circulation Policy, as attached, to be effective January 2, 2019, and renames it Policy on Library Cards.

CLEVELAND PUBLIC LIBRARY  
POLICY ON LIBRARY CARDS

**ELIGIBILITY**

Permanent residents of Ohio are eligible for a free library card. Persons who go to school in Ohio, work on a permanent basis in Ohio, and those who own property in Ohio are also eligible for a free library card.

**RESPONSIBILITY**

Patrons are responsible for all materials checked out on their card. Patrons should immediately report to the Library the loss of a card, change in name, or change in address.