



Welcome to the Jewish Children's Library of Cleveland! Below you will find the policies of the library. Please review them carefully.

Library members agree to adhere to all policies issued by the library and are responsible for all activities surrounding the use of their membership, including:

#### **ANNUAL MEMBERSHIP FEE:**

- Basic: **\$30** annual fee: **5 books** checked out at a time per membership
- Intermediate: **\$40** annual fee: **10 books** checked out at a time per membership
- Expanded: **\$50** annual fee: **15 books** checked out at a time per membership

Library membership is non-transferable and not refundable.

#### **CHECKOUT/RENEWALS/HOLDS**

- Each membership may check out up to 3 new releases or comic books at a time regardless of their membership level.
- All books may be checked out for a two week period.
- 1 renewal (for an additional two week period) may be made either in person during library hours or by e-mailing the library (at [info@jewishlibrarycle.com](mailto:info@jewishlibrarycle.com)) 24 hours before the book is due, or if due on Sunday, before Shabbos. The email must include the adult member's full name and the Title and Author of the book. If the email does not include all of the required information, or is not received in time, the book may not be renewed and late fees will apply.
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#### **BOOK RETURNS:**

- Members are required to return all materials on time.
- Books can be returned during library hours or placed in the book drop located outside the library entrance. The book drop is closed during library hours. Books that are left in the drop box are only checked-in on the next scheduled library open day. If the books placed in the book drop are overdue, late fees apply for the days that they are in the book drop until the next open date.
- Late returns will be tracked and fees will be assigned to membership accounts by the software system. See fine schedule listed below.



- Books not returned for more than 4 weeks past their due date will be considered lost and the replacement fee will be assigned to your account.

**DAMAGES/REPLACEMENT:**

- Members are required to return all materials in the condition they were received. Any damage that occurs, including torn pages, torn cover, writing on pages, is the responsibility of the member.
- Damage repairs may not be made by members, but rather library staff must be informed of the damages at the time of return. Please do not tape or repair the book independently.
- A charge will be assessed for lost items or items damaged beyond repair.
- Members who pay for damaged or lost materials will have overdue fines associated with the item waived. The library will not issue refunds for lost items that are subsequently found.
- Parents/legal guardians assume responsibility for the condition of items checked out by anyone listed on their member account, even if the parent/legal guardian was not present at the time of checkout.

**FINES/FEES:**

Parents or legal guardians assume responsibility for fines and fees that accumulate from items checked out by children.

	<b>Regular Books</b>	<b>New Release</b>	<b>Comic Books</b>
<b>Fine Per Week Overdue</b>	\$0.25 cents	\$1.00	\$1.00
<b>Replacement Fee</b>	Book price + \$5 binding fee	Book Price+\$5 binding Fee	Book price + \$8 binding fee
<b>Damage</b>	Fee TBD by Library Staff	Fee TBD by Library Staff	Fee TBD by Library Staff



Library privileges will only be extended to accounts with balances less than \$10.

**LIBRARY POLICIES:**

- Any item that is left in the library will be held until Rosh Chodesh. If not claimed, it will become hefker. This also applies to private books that are left in the library.
  
- The Library reserves the right to terminate a membership at any given time without reason.
  
- No food or drink will be allowed in the library at any time.
  
- Children under the age of 10 must be accompanied by an adult or older sibling/escort above the age of 14.
  
- Policies are subject to change at any time and communication to members will be made with reasonable effort.
  
- The goal of the Library is to offer reading material that is sensitive to our Torah values, however parental discretion is always recommended when choosing books.

**PARKING:**

No library members may park in the Malcmacher's driveway, nor block the driveway in any way. Please be respectful of the neighbors' driveways as well.