

Getting a Library Card

Residents of Ohio are eligible for cards. Show a photo ID with your current address at the Check-out Desk. If your photo ID does not have your correct address, a second form of ID with the correct address, such as a recent piece of mail addressed to you, is required. Your card will be mailed to you. When you register for your card, you may borrow five items, two of which may be from the audiovisual collection. Once you have received your card in the mail, you may check out more items.

If a child does not have an ID, parents or guardians may provide it. If you do not have proof of your current address, we will mail you a self-addressed postcard to allow you to provide proof of your address when you return to the library. Proof of address is needed before you can borrow library materials.

Parents, Please Note...

Wright Library allows all patrons, regardless of age, to borrow materials from all areas of the library's collection. The staff does not monitor or judge the materials selection of any borrower. Parents are strongly encouraged to accompany their children to the library to help them select appropriate materials. It is the parents' right and responsibility to monitor their child's library use. Parents who do not wish their minor child to have a library card must put that in writing. Parents may also choose, by signing a form, to restrict their minor child's library card from being used to borrow all audiovisual materials. A parent, guardian, or custodian of a minor under 18 may see the child's library record by providing the child's library card number or by being named a Designated Borrower on the child's account.

To Have Someone Else Pick Up Your Materials

You may lend someone your card, if you wish, but you are responsible for fines and fees incurred on it. You may also name someone to pick up items for you. This must be done in person at the Check-Out Desk by presenting your card and an ID and filling out a Designated Borrower form.

Loan Periods and Renewals

Most items are loaned for three weeks. Videos, CD-ROMs, DVDs, and "Fast Read" books are loaned for one week. You may request a longer vacation loan on most items. Teachers may also request longer loan periods on items for classroom use.

Materials are renewable three times unless there is a "hold" on the item. Vacation loans and Teacher Collections are renewable twice for an additional three weeks each time. "Fast Read" books are not renewable. Once an item has been renewed the maximum number of times, it must be returned to the library to give others the opportunity to borrow it.

Renew in person, or by phone, or by using the Catalog at the library's web site. On the phone, read us the number on your card and the title of the item you want to renew. On the web site at www.WrightLibrary.org, go to the My Account section and follow the instructions on the screen. To avoid fines, online renewals must be done before midnight on the due date. An item cannot be renewed if another person has placed a hold on it.

Fines and Fees

There are fines of 10¢ a day for all overdue materials except "Fast Read" books. Those fines are \$1 a day. If you owe \$5 or more, you may not check out more items until your account is paid in full. If you lose an item, you will be charged the cost of the lost item, plus a \$4 processing fee. The library has a procedure for replacing lost materials and does not accept replacement items purchased by patrons. Replacing a lost library card costs \$3.

Placing Holds

By using the Catalog you may put a "hold" on a title yourself... Or, bring your card to the Reference Desk and we will do it... Or, phone us (please have your card number handy). No matter how it is done, our phone notification system will call you as soon as the item is available and we'll hold it for you for seven days.

Service for People Unable to Visit the Library

You may be eligible for the TeleFriend program. Any Oakwood resident permanently or temporarily unable to visit the library may have materials delivered by a volunteer. Call the Reference Desk for information.

Web Access to the Library Catalog

Just go to the Wright Library web site at www.WrightLibrary.org and click on Library Catalog.

Wright Library Also Offers

... story hours for children; reference service in person, online, or by phone; special events for teens, families, children, and adults; library newsletters by e-mail; voter registration; IRS tax forms; Golden Buckeye applications; a book discussion group; a meeting room for public use; and a great web site with premium research databases, downloadable audio books, interactive features such as blogs, and online reference help.

Welcome to Wright Memorial Public Library! We hope you will visit us often.

Wright Memorial Public Library
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www.WrightLibrary.org
Monday-Thursday, 10-8, Friday, 10-6, Saturday and Sunday, 1-5