WELCOME TO KENT FREE LIBRARY!

I extend a warm welcome to you as the library's newest cardholder. Whether you are a lifelong resident or new to the area, our library is a place where knowledge, creativity, entertainment and community connection come together.

To satisfy your curious mind, we have a diverse collection of books, movies, magazines, games and other materials for all ages ready for you on our shelves. Digital collections are also available 24/7 with just a few clicks on your phone, tablet or computer.

Engaging programs spark the imagination of all ages. In-demand services like WiFi, wireless printing, notary and homebound delivery allow community members to enrich their daily lives. Book clubs, community events, meeting rooms and more foster connections among our citizens. In addition, our knowledgeable and friendly staff is here to assist with your information needs whether it is for research or enjoyment.

I invite you to become part of our inclusive library community and thank you for choosing Kent Free Library. We look forward to serving you and contributing to your lifelong learning and discovery.

Enjoy!

Stacey Richardson, *Library Director*

Suggestions or Feedback? Contact me at *stacey.richardson@kentfreelibrary.org*

Administration

Stacey Richardson, *Director*
Leanne Shurtz, *Fiscal Officer*

Board of Trustees

Asad Khan • Peter Kratcoski • Erin Latina
Amanda Metcalf • Kris Palcho
John Ryan • Will Underwood

Regular monthly meetings are held the third Thursday of the month at 4 PM. Meetings are held at the library and are open to the public.

Kent Free Library
312 West Main Street
Kent, Ohio 44240
kentfreelibrary.org

Email: kflinfo@kentfreelibrary.org

Phone: 330-673-4414

Account Information — Dial 2
Adult Services Desk — Dial 3
Youth Services Desk — Dial 4

Follow Us on Social Media

Programs and events for all ages can be found on the event calendar on the library's website, were you can also sign up for our newsletter to receive monthly updates!

WELCOME TO YOUR LIBRARY

Hours of Operation
Monday to Thursday • 9 AM – 9 PM
Friday • 9 AM – 6 PM
Saturday • 9 AM – 5 PM
Sunday • 1 – 5 PM

USING YOUR LIBRARY CARD

Borrowing Loan Periods

- Kent Free Library items — 14 days.
- Portage County District Library and Reed Memorial Library — Varies.
- SearchOhio and OhioLINK — 21 days.
- SearchOhio and OhioLINK DVD — 7 days.

Borrowing Limits

- Most patron accounts — 75 items.
- Educator/teacher — 200 items.
- Three for Me accounts — 3 items.

Fines

- Most items are fined at $0.05 per item per day overdue.
- Hotspots, board/video games are fined at $0.50 per item per day overdue.
- Accounts are blocked from use when fines and fees are over $10.

Renewals & Holds

- Eligible items can be renewed automatically up to 5 times unless the item is on hold for another patron or an account is blocked.
- Accounts may have 25 holds at a time.
- Hold requests remain active for 6 months, after which they are canceled.
- Once notified, patrons have 7 days to pick up an item on hold before it expires.
- Place a hold using the website, mobile app or by contacting an Information Desk.

Information about Your Account

- You must present your library card or photo ID to check out items and to receive information about your account.
- Library cards are non-transferable. No one may use your card without being granted consent on the library card application.
- Report lost or stolen cards as soon as possible.
- Replacement cards are available with a photo ID. There is no charge for your first replacement card. The fee for additional replacement cards is $1.

Access Your Account Online

Use your library card to access your account online, place holds, keep track of due dates, check and pay fines using a credit card or track borrowing history.

USER ID: Library barcode number
PIN: Last 4 digits of phone number

Your PIN can be changed anytime by logging in to your account online.

Return Items on Time

Items can be returned at the drive-thru, walk-up return bin or inside the library. A courtesy notice will be issued for patrons who have text or email notifications 3 days prior to an item's due date.

14 Days Past Due: Overdue notice sent by phone, email, or text.

28 Days Past Due: Items are assumed to be lost and the replacement cost of the item is billed to patron's account. Bills are sent by mail or email.

24/7 Digital Collection

Access the library's digital collection from anywhere, at any time using the library's website, mobile app, or vendor apps: Hoopla, Libby, Kanopy and Freegal.

USING THE LIBRARY

Food and Beverages

Covered beverages (those with lids) are permitted anywhere in the library. Food is restricted to the café area on the 1st floor. Vending machines are provided.

Public Computers and WiFi

Computers with Microsoft Office suite and high-speed internet are on the 1st and 2nd floor. Public WiFi is available throughout the library. No password needed. Laptops are available to borrow for in-library use.

Print, Scan & Copy

$0.10 cents for black-and-white and $0.25 for color. Scan to email or USB at no cost. Wireless printing is available from your laptop or mobile device.

Study, Conference & Meeting Rooms

Inquire at the Information Desk about using a room or reserving one in advance for you, your study group, organization or business.

Portage Library Consortium

A local resource-sharing consortium. Provides daily delivery between all public libraries in Portage County.

SearchOhio and OhioLINK

When an item you want isn't available in Portage County, request it from one of over 140 libraries in the state of Ohio, including universities. Find the SearchOhio link on the library's catalog page.

Notary

Basic notary service available for individuals by appointment.

Library @ Your Door Homebound Service

If you are unable to visit the library due to a permanent or temporary disability, we can deliver.

Visit us online at kentfreelibrary.org