

## **Circulation Policy**

**Approved: April 16, 2018**

**Next Review: April 2020**

## **LIBRARY CARD REGISTRATION**

### **Residents**

Anyone residing in or paying property tax in Lower Providence Township is eligible to register for a free borrower's card, renewable every 3 years. The library will require photo identification and proof of current mailing address of the applicant for new registrations and renewals. In order for a library card to be issued, the person named on the registration form must be present in the library. All residents will receive an ACCESS PA sticker on their library card that enables them to borrow materials at other public libraries in Pennsylvania.

Children under 18 years of age will be issued a library card with the signature and identification of a parent or legal guardian. Children are eligible to have their own library card upon reaching five years of age. Parents and guardians are strongly encouraged to participate in and monitor their child's library use. Library staff members do **not** restrict a child's access to library collections. Parents or guardians are legally responsible for the fines/fees for children under 18 years of age.

### **Non-Residents**

Non-residents who wish to borrow from the Lower Providence Community Library must first obtain a library card from their home library with an ACCESS PA sticker in order to borrow materials. If the applicant resides in the service area of any Montgomery County Library & Information Network Consortium (MCLINC) member library, a library card application form can be filled out here and will be forwarded to the home library. A temporary card will be issued immediately to the applicant and will be followed later by a permanent card issued by the home library unless the home library's policy states otherwise.

Non-residents who do not have a card from their home library with an ACCESS PA sticker may apply for a Lower Providence Community Library card for an annual fee of \$25.00. This card may only be used in the Lower Providence Community Library and is valid for 1 year.

### **Organizations**

Organizations located in Lower Providence Township may request an organizational library card by submitting the following information on letterhead, signed by an individual authorized to act on behalf of the organization:

- A statement indicating that the organization accepts responsibility for any fines and/or replacement of materials, and
- The names of all individuals who are authorized to use the card.

Organizational cards will be issued for one year and are not eligible for ACCESS PA privileges.

### **Lost Cards**

Lost library cards can be replaced for a fee of \$3.00 upon presenting proper identification.

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**LIBRARY MATERIALS CIRCULATION**

**Loan Periods**

Most books—Adult, YA & Children’s	21 days
NEW Adult Fiction	14 days
Adult Popular Picks	7 days <i>(no renewal)</i>
Kindle Paperwhites	21 days
Periodicals	7 days
Audio Materials—Audio Books, Music CDs	21 days
DVDs 1 & 2 disc sets	7 days
3+ disc sets	21 days <i>(no renewal)</i>
NEW Adult DVDs 1 & 2 disc sets	3 days <i>(no renewal)</i>
3+ disc sets	7 days <i>(no renewal)</i>
Playaway Views & Launchpads	7 days
Museum Passes	3 days <i>(no renewal)</i>
WiFi HotSpots	7 days

- Items may be renewed one time, except as indicated above. If an item is on hold for another person, it cannot be renewed.
- Generally, a limit is imposed of no more than three Holiday books-checked out to one person.

**Overdue Fines**

Adult & Young Adult Materials	\$.30 per day/\$8.00 maximum fine
Children’s Materials	\$.20 per day/\$8.00 maximum fine
ALL DVDs	\$1.00 per day/\$10.00 maximum fine
Kits, Playaway Views, Launchpads	\$1.00 per day/\$10.00 maximum fine
Kindle Paperwhites	\$1.00 per day/\$25.00 maximum fine
WiFi Hotspots	\$1.00 per day/\$10.00 maximum fine
Museum Passes	\$5.00 per day/\$50.00maximum fine

Borrowers with fines of \$10.00 or more will be unable to use the online renewal feature on their library accounts. Fines totaling \$10.00 or more will result in the revocation of borrowing and computer use privileges until the fine is paid in full.

**Other Fees**

Lost Items	Replacement cost plus \$7.50 processing fee
Damaged Items	Discretion of Librarian

If a lost item is found within ONE MONTH of the date the replacement cost and fee were paid and the borrower produces the original receipt, a check will be issued for a refund minus the amount of the maximum overdue fine. No refund will be given for items found beyond the one month limit.