

## **Circulation Policy**

**Approved: December 2025**

**Next Review: December 2027**

## **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**

<b>Most books—Adult, YA &amp; Children's</b>	<b>21 days</b>
<b>NEW Adult Fiction</b>	<b>21 days</b>
<b>Kindle Paperwhites</b>	<b>21 days</b>
<b>Periodicals</b>	<b>7 days</b>
<b>Audio Materials—Audio Books, Music CDs</b>	<b>21 days</b>
<b>All DVDs</b>	<b>21 days</b>
<b>NEW DVDs</b>	<b>7 days (no renewal)</b>
<b>Playaway Views &amp; Launchpads</b>	<b>7 days</b>
<b>Museum Passes</b>	<b>3 days (no renewal)</b>
<b>WiFi HotSpots</b>	<b>7 days (no renewal)</b>

- Items may be renewed two times, 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.
- Patrons must wait at least 24 hours before borrowing an item after they return the same item.

**Overdue Fines**

<b>Young Adult and Children's Materials</b> Books, Magazines, DVDs, Audiobooks and Music CDs	<b>Fine Free</b> <b>These items do not accrue late fees, but can be charged a replacement fee if item is returned damaged or declared lost</b>
<b>Adult Materials</b> Books, Magazines, DVDs, Audiobooks and Music CDs	<b>\$.30 per day/\$10.00 maximum fine</b>
<b>Kits, Playaway Views, Launchpads</b>	<b>\$1.00 per day/\$10.00 maximum fine</b>
<b>Kindle Paperwhites</b>	<b>\$1.00 per day/\$25.00 maximum fine</b>
<b>WiFi Hotspots</b>	<b>\$5.00 per day/\$85.00 maximum fine</b>
<b>Museum Passes</b>	<b>\$5.00 per day/\$85.00 maximum fine</b>

Borrowers with fines of \$29.99 or more will be unable to use the online renewal feature on their library accounts. Fines totaling \$29.99 or more will result in the revocation of borrowing and computer use privileges until the fine is paid in full.

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**Other Fees**

<b>Lost Items</b>	<b>Replacement cost plus \$7.50 processing fee</b>
<b>Damaged Items</b>	<b>Discretion of Librarian</b>

If a lost item is found within **THIRTY DAYS** 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 30 day limit.