

## **Borrowing Policy**

### **Library Card Registration**

The James V. Brown Library (JVBL) provides services to residents of Williamsport, South Williamsport, and Loyalsock Township, as well as to all residents of Lycoming County who do not live in a service area with a home library location. Services are provided without discrimination in fulfillment of its mission.

JVBL issues library cards to establish a patron account, facilitate loan of materials and use of online resources, and to enable the library to keep a record of which materials are on loan to patrons. Individuals who live, own property, work, or attend school in Lycoming County are eligible for a free Full-Service library card.

Library cards are valid for use at all Lycoming County Library System (LCLS) Member Libraries, outreach vehicles, and LINK locations.

To borrow materials, a person must register for a library card. Applicants should present proof of residency and identity, and complete and sign a library card application. By virtue of registering for a card, the applicant agrees to accept responsibility for all fees or charges incurred through library transactions. Applicants are able to initiate registration online, but should present proof of residency and identity before receiving a library card.

Anyone of any age may register for and receive a library card. By virtue of completing registration for a minor, the adult agrees to be financially responsible for the use of the card and all fees and other charges incurred pursuant to the Borrowing Policy. At the discretion of the Chief Executive Officer and Director, and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child.

JVBL and staff do not act *in loco parentis*.

JVBL participates in the ACCESS PA Statewide Library card program and adheres to its rules and regulations for free reciprocal library cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card are eligible for a Limited-Service library card without fee.

Non-residents of Pennsylvania may be issued a borrower card upon providing proof of identity in the same manner as county residents. These cardholders receive a Limited-Service Library Card.

All library transaction records are confidential under Article IV, Section 428 of the Public Library Code (24 PA C.S.).

### **Library Card Information**

#### *Identity and Residency Requirements*

The applicant should provide their name, current address, and contact information, such as phone number or email address.

Applicants are encouraged to provide identification that verifies name and current address.

### *Institutional Requirements*

Institutions served by the library's outreach vehicles may receive a Limited-Service Library Card provided the institution's director or other authorized employee of the institution signs the application and commits to the financial responsibility of all fees and charges incurred pursuant to the Borrowing Policy.

## **Types of Library Card**

### *Online Registration Library Cards*

This card type is given to users who sign up for cards online using the online registration form. This card is only active for thirty days. Online Registration Library Cards can only be used to place holds. Patrons who place holds will have to verify their information before they can check out digital materials or physical items at a library location.

### *Limited-Service Library Card*

This card type allows the cardholder to borrow physical materials at any LCLS location. This card does not include access to digital media types. This card does not give access to the ACCESS PA Statewide Library Card program or give the ability to utilize the library's Interlibrary Loan service (ILL) to request materials from libraries outside of Lycoming County.

### *Full-Service Library Card*

This card type is issued to people who live, work, or learn in Lycoming County. Cardholders can access and borrow physical materials, including but not limited to books, DVDs, CDs, audiobooks, museum passes, etc. In addition, Full-Service cardholders can access digital media and specialty resources provided by the registering library. Cardholders may request Interlibrary Loan (ILL) materials available from libraries outside Lycoming County.

## **Cardholder Responsibilities**

Cardholders should present a valid library card in order to check out materials and to use public library computers. If a library card is not available, the cardholder should provide an ID and proof of address that exactly matches the address on the account.

Adult cardholders can designate other adult cardholders to pick up reserved materials for them by completing a "Holds Pick-Up" form. This authorization is required to link both adult cardholder accounts.

A cardholder is responsible for all materials checked out on their library card and on the cards of minor children for whom they have assumed responsibility on a library card application. Cardholders are responsible for all charges on their account, including payments for any lost or damaged items borrowed on their card.

Cardholders are responsible for reporting address, telephone, and/or email changes. Lost or stolen library cards must be reported immediately so that the card can be invalidated. The owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.

### **Cardholder Privileges**

All cardholders may use their library barcode number to access library databases from home, check their library borrowing record, and place holds on library materials. Full-Service cardholders may also borrow electronic resources.

### **Home Library Restrictions**

Cardholders who reside in a municipality owned by a home library other than JVBL may be restricted from borrowing digital materials. Borrowing policies vary by home library location. The following Lycoming County municipalities are owned by home libraries other than JVBL:

- Clinton Township
- Fairfield Township
- Hughesville Borough
- Jersey Shore Borough
- Montgomery Borough
- Montoursville Borough
- Muncy Borough
- Muncy Creek Borough
- Muncy Township
- Picture Rocks Borough
- Porter Township
- Wolf Township

### **Suspension of Cardholder Privileges**

A cardholder's account is considered delinquent when items are overdue, lost, damaged, or money is owed. This status may affect the cardholder's ability to borrow materials, place holds, and/or use electronic/digital resources.

Privileges will be suspended when:

- There are accumulated charges of more than \$10.00
- There are more than three items with a status of 'claimed returned' or 'claimed never had' on the account

### **Expiration of Library Cards**

Library card registration must be renewed every three years. Patron addresses will be rechecked annually.

If there has been no activity on the account, there are no outstanding charges in excess of \$30.00, and there are no unreturned materials, the account is considered inactive after three years and is deleted by the cardholder's home library.

### **Material Loan Periods**

*Loan periods for physical materials*

Audiobooks	21 days
Board Games	7 days
Books	21 days
Books on CD	21 days
DVDs (Individual)	7 days
DVDs (Multi-disc series or sets)	14 days

Museum Passes	7 days
Music CDs	21 days
Toys	7 days
Video Games	7 days
Wi-Fi Hotspots	Up to 14 days

*Loan periods for electronic materials*

Patrons may choose either a 7-day or 14-day loan period for materials borrowed from Libby. Materials borrowed via Hoopla have a 21-day checkout period.

*Outreach Vehicle Materials*

Materials that circulate via the library's outreach vehicles may have modified loan periods that mirror the service schedule of those vehicles.

**Renewals**

Most materials, unless on hold for another patron, will be automatically renewed ("autorenewed") as their due date approaches.

Audiobooks	3 autorenewals
Board Games	3 autorenewals
Books	3 autorenewals
Books on CD	3 autorenewals
DVDs (Individual)	3 autorenewals
DVDs (Multi-disc series or sets)	3 autorenewals
Museum Passes	No autorenewals
Music CDs	3 autorenewals
Toys	3 autorenewals
Video Games	1 autorenewal
Wi-Fi Hotspots	No autorenewals

Items may be renewed at the library, online through the library website, or by phone. The cardholder's barcode number is preferred for telephone renewals.

Items owned by JVBL may be renewed a maximum of four times including autorenewals. Items owned by other LCLS Member Libraries should be renewed by the owning library.

Renewals for longer loan periods are granted on an exception basis.

**Maximum number of items**

The maximum number of items that can be borrowed on a cardholder account is 50. The library will consider requests to borrow more than 50 items on a cardholder account on an exception basis.

JVBL reserves the right to limit borrowing on accounts that are delinquent.

### **Placing a Hold (or Request/Reserve)**

If an item is not available at the time and place that it is sought, cardholders can place a hold (request/reserve) on the item at the library, by phone, or online. Cardholders will be notified when the item is available.

Items placed on hold (requested/reserved) may be picked up at the library. Held items must be picked up within 7 days of the hold being triggered. Holds will be canceled if a held item is not picked up within 7 days of the hold being triggered.

### **Hold Limits**

There are no limits to the number of holds a cardholder may place on physical materials. Delinquent accounts are unable to check out holds.

### **Returns and Book Drop Policy**

Most items belonging to JVBL may be returned at any LCLS Member Library. Exceptions include specialty materials, which should be returned to JVBL: board games, museum passes, toys, video games, Wi-Fi hotspots, and Interlibrary Loan (ILL) materials borrowed from outside of Lycoming County.

Exterior book drops are available at all LCLS Member Libraries for the return of materials when the library is closed.

### **Fines**

JVBL is committed to making materials available to the public in an equitable manner. JVBL does not charge overdue fines on standard library materials such as books, audiobooks, DVDs, CDs, or magazines. JVBL may charge fines for specialty materials including Wi-Fi hotspots and Interlibrary Loans from outside of Lycoming County.

Materials that are borrowed from other LCLS Member Libraries may accrue fines if not returned by their due date.

Fines are calculated based on the open dates of each individual library and vary by material type.

### **Overdue Notices**

Cardholders are notified when items checked out become delinquent. A billing invoice is sent if, after 2 overdue notices, the items have not been returned. Patrons receive overdue notices from the library using the notification preference listed in their library card account.

- 15 days after an item has become due, patrons are sent an overdue notice.
- 30 days after an item has become due, patrons are sent a second overdue notice.
- 45 days after an item has become due, item is charged as lost and patron is sent a billing notice.

### **Fees**

- Lost/damaged card: No charge
- Lost/damaged museum pass: \$50.00
- Lost/damaged Wi-Fi hotspot: \$70.00

- All other lost/damaged items: List price of the item as indicated in the item record
- Processing fees for JVBL-owned items: No charge

**Refunds**

The library will not issue refunds after payment is made on items that are lost, even if an item is found by the patron.

Approved by the James V. Brown Library Board of Trustees on December 21, 2023.