

Schuylkill Valley Community Library Borrowing Policy

I. Borrowing Privileges

- A. To borrow materials from the Schuylkill Valley Community Library (SVCL), a person must register for a library card.
- B. Borrower Card Information
 - 1. Identity and Residency Requirements

Applicants must provide valid photo identification that verifies name and address. Library staff may accept other documentation to verify current address at their discretion.
 - 2. Adult Cards

Adult cards are issued to persons 18 years of age or older.
 - 3. Juvenile Cards
 - a. Juvenile cards are issued to resident children, age 17 and under (there is no minimum age requirement), with parental/guardian signature and parent's/guardian's photo identification with current address.
 - b. Patron birth date will be requested on juvenile borrower registration forms.
 - c. Parents/guardians are responsible for the monitoring of materials selected by their children.
 - d. Parents/guardians are responsible for any fines or fees incurred for overdue, damaged, or lost materials checked on their child's juvenile card.
- C. Responsibilities of Borrowers
 - 1. Cardholders are responsible for lost or damaged materials borrowed on their cards. Charges for lost or damaged items include the full price of the item.
 - 2. SVCL will not be responsible for library materials returned to non-designated return areas (e.g., outside library door). If material is missing, patron will be liable.
 - 3. E-Readers (Nooks, Kindles, etc.), launchpads, and hot spots must be returned to the circulation desk of the Schuylkill Valley Community Library and handed directly to a staff member. These items may not be returned in the book drop or returned to any other library. Anyone not returning the above-mentioned items to the circulation desk will lose their borrowing privileges for this type of item.
 - 4. It is the patron's responsibility to verify that e-readers, launchpads, and hot spots are undamaged and in correct working order when the item is checked out.

II. Circulation Policies

- A. Library card must be presented to check out materials. PA issued ID may be used to look up your account in the event a card is forgotten.
- B. Length of loans.
 - 1. Reference books and the librarian's professional collection materials may be checked out at the director's discretion.
 - 2. Books, audio books, magazines, e-readers, launchpads, music CDs, and DVD series - 21 days.
 - 3. Movies – 7 days
- C. Number of items loaned per card
 - 1. 50 item limit
 - 2. 10 movie limit

3. 6 new item limit
4. 1 Electronic item
5. Exceptions for 1, 2, 3 & 4 are at the librarian's discretion.

D. Renewals

1. Two renewals are allowed unless item is requested or new.
2. Requested items may not be renewed.
3. Borrower must provide library card number if requesting a renewal by phone.
4. Additional renewals of items owned by SVCL may be granted at the librarian's discretion.

E. Hold requests

Items will be held for 7 working days after notification.

F. Lost or damaged materials.

1. Damage to all materials will be handled at librarian's discretion as to whether a replacement is needed.
2. Lost and damaged books, audiobooks, and DVDs will be the full price of the item. We do not accept replacement copies in lieu of payment.
3. Electronics (e-readers, launchpads, hot spots)
 - a. Electronics will be checked for functionality and accessories before being removed from the patron's account
 - b. Any degradation in operability or substantial change in physical condition or appearance will constitute damage.
4. A refund or credit will be made if an item is returned in good condition within 60 days of the original due date. Maximum fines (if applicable) will be deducted from the credit or refund. Administrative fees are not refundable.

III. Overdue Materials

A. Charges

Most items are fine free

Library of things items, museum passes, and ILLs are still subject to fines.

Library of things and museum pass fines may be waived at the directors discretion.

1. Fines for materials on Interlibrary Loan (ILLs) and museum passes will be \$1.00 per day.
2. Maximum fines.
 - a. Interlibrary loan books -\$10.00 max
3. Fines will be calculated by calendar day.

B. Notification

Patrons with overdue materials will be contacted by computer-generated notices in the following manner:

1. 10 days after the due date, the first overdue notice will be issued in the form of a phone call, email, or text.
2. 20 days after the due date, the second and final overdue notice will be issued in the form of a letter.
3. 30 days after the due date, items will be marked lost and a bill will be sent to the responsible cardholder to cover the cost of the item.

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