



Exeter Community Library Library Service Policy

A. Membership

1) The Exeter Community Library will issue a free library card to any Berks County resident 18 years or older. To borrow materials from a BCPL member library, a person must register for a library card. Applicants must present proper proof of residency and identity, and complete and sign a library card application. Birth date will be requested. By virtue of the signature, the applicant agrees to accept responsibility for all fines, fees, or charges incurred through library transactions. Applicants are able to obtain a registration form online, but must present proof of residency and identity before receiving a library card.

2) Anyone under the age of 18 may receive a library card after completing an application signed by a parent or legal guardian presenting proper proof of residency and identity. At the discretion of the Library Director and under certain circumstances, another adult may sign as the responsible adult on behalf of a minor child. By virtue of signature the signing adult agrees to be financially responsible for the use of the card and all fines and other charges incurred pursuant to the borrowing policies. The adult applying for a juvenile card on behalf of a child must be in good standing (no fines/fees over \$10). A juvenile card will be linked to the library card account of the signing adult. Member libraries may require adults signing on behalf of a minor child to apply for a library card if an account is not already opened. Upon turning 18, a minor who has a library card will need to apply for a new card and thereby assume financial responsibility for the account.

BCPL member libraries and staff do not act in loco parentis.

3) There will be a \$2 fee to replace a lost library card.

4) All Berks County residents and those who work or learn in Berks County can obtain a full-service library card and receive access to all library materials and services provided by Berks County Public Libraries. This includes physical materials, digital media services, and inter-library loan.

All Pennsylvania residents may now register for a limited-service library card for FREE at any Berks County Public Libraries location. Limited-service cards allow

cardholders to borrow physical materials from any library but do not allow access to digital media or inter-library loan services.

Non residents of Pennsylvania may be issued a borrower card upon payment of a \$40 annual fee and upon providing proof of identity and out-of-state residency in the same manner as county residents. This card can be used only at Berks County Public Libraries.

B. Library Hours of Operation

The Exeter Community Library will be open to the public during the hours posted at the library, on the library's website, and on social media. The hours are subject to change.

C. Overdue Materials

- 1) A patron's borrowing privileges will be suspended if an account balance exceeds \$10.00. Patrons with overdue fines must clear their accounts at the end of each calendar year, or borrowing privileges will be suspended.
- 2) Damaged and lost items are charged at replacement value plus a \$5 processing fee. Damage will be assessed by the Executive Director.

D. Other Services

- 1) Printing in B&W - \$0.25/page; Color - \$0.50/page
- 2) Faxing - \$1.00/page; no charge for cover sheet

E. Patron records

Patron records are strictly confidential.

F. Materials

All materials are available to all patrons in accordance with the Library Bill of Rights. **See Appendix A**

G. Gifts

Gifts will be accepted in accordance with the library's policies and needs. See Collection Development Policy.

H. Dress and Behavior

Appropriate dress, including shirts, footwear, and appropriate facial coverings and other precautionary requirements as specified by the Pennsylvania Department of Health during a public health crisis are required.

Polite and respectful behavior is expected.

Cell phone use should be limited and calls shall be taken in the lobby or outside.

No pets allowed with the exception of service animals.

The library staff has the discretion to ask persons exhibiting offensive behavior, dress, hygiene, or refusal to wear appropriate facial coverings and taking other precautionary requirements as specified by the Pennsylvania Department of Health during a public health crisis to leave the library and use the curbside pickup service instead.

No sleeping, loitering, or soliciting.

Harassment, or sexual harassment, of the library staff, volunteers, or other patrons, as defined in the anti-harassment policy of the Personnel Policies and Manual will result in the harasser being asked to leave the library or the police being called.

Violation of any of these dress and behavior policies can result in termination of library privileges.

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community (that) the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

(adopted by the American Library Association, January 23, 1980)

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