

<b>Title</b>	Lending (Residents & Non-Residents)
<b>Policy Number</b>	
<b>Date Approved</b>	March 19, 2007
<b>Amended</b>	
<b>Prepared by</b>	Policy Committee, Feb. 2007

**PURPOSE:** To set guidelines for lending of Library materials, to encourage the greatest use of materials by the largest number of Library patrons.

**REFERENCES:** Access Pennsylvania Statewide Library Card Program Guidelines; ALA Code of Ethics; ALA Library Bill of Rights; Confidentiality of Library Records (Attached??)

### **STATEMENT OF POLICY:**

A Library card permits the borrowing of Library materials, which are public property, and which must be returned or replaced. Library users are responsible for all Library property charged out on their cards. Parents or legal guardians are responsible for materials charged out to minor (under the age of 18) children. According to Pennsylvania Law, failure to return Library property after notice to return, is a crime (18 Pa. Cons. Stat. Sec. 6708 ) as are Library theft (18 Pa. Cons. Stat. Sec. 3929.1 ) and willful damaging of Library property (24 Pa. Cons. Stat. Sec. 4427).

### **LIBRARY REGISTRATION**

1. Patrons must have a valid library card to borrow materials from the Library.
2. Library cards are issued free of charge to any resident of Allegheny County. There are no age restrictions on cards, although children under the age of 18 must have a parent or legal guardian sign the application.
3. Library users may have only one card at a time. If a card is lost, duplicate cards may be issued for a fee.
4. Cards are issued to individuals only. The Library will work with schools and local groups, but responsibility for borrowed materials rests with individual patrons.
5. Cards are not issued to third parties, but applications may be distributed and collected by teachers or other authorized persons who are responsible for groups. The Library will issue the card to the applicant on their next visit to the Library.
6. Registration is valid for 2 years. Renewal is based on verification of specific information, and must be done in person. Renewals can not be done over the phone or via an e-mail request.
7. Applicants must sign both the Library card application and the Library card. This acknowledges that they accept responsibility for all materials borrowed on their cards. Parents or legal guardians, who endorse a minor's Library card application, accept responsibility for all materials charged out to that card.
8. Cards are not transferable.



### **PROOF OF RESIDENCY**

1. Applicants must prove their identity and their residency. Proof of residency can include a driver's license, utility bill, rent receipt, school report card, school photo ID card, or tax receipt. A photographic ID card is preferred, but other forms of identification may be accepted.
2. In the event an applicant does not have proper identification, his or her card will be held until proper identification is produced. The Library staff may permit applicants without sufficient identification to borrow no more than 2 items.

### **NON-RESIDENTS**

1. Non-residents who have valid cards from Libraries participating in Access Pennsylvania, as well as all Allegheny County residents, are eligible to obtain an ACLA Countywide Library Card free of charge. All other non-residents, with exceptions specified in 2 and 3 below, may purchase a Library card, valid for one year.
2. Employees of Scott Township and the Chartiers Valley School District who live in counties other than Allegheny, and whose home Libraries do not participate in the Access Pennsylvania program, are eligible to receive a Library card, valid for two years, free of charge. Proof of employment must be furnished.
3. Non-residents who pay Scott Township taxes but who live in counties other than Allegheny, AND whose home libraries do not participate in the Access Pennsylvania program, are eligible to receive a Library card, free of charge, valid for two years, upon presentation of current tax receipts.

### **RESPONSIBILITIES OF BORROWERS (Patrons)**

1. Patrons need to take care of Library materials borrowed on their cards. Library materials are public property, and need to be protected from damage and theft. If materials are lost or damaged beyond repair, the Library may charge the card holder the replacement cost of the items, and a processing fee.
2. Patrons are responsible for returning Library materials on time so that others may use them.
3. Patrons must notify the Library regarding name, address, or telephone changes.
4. Patrons are responsible for paying any fines and fees associated with overdue, lost and/ or damaged Library materials. Failure to pay fines and/ or failure to pay for lost and/ or damaged Library materials, may result in the loss of borrowing privileges and/ or legal action.



### **RESPONSIBILITIES OF THE LIBRARY**

1. The Library will regularly review its lending policies, rules, procedures, and fine and fee schedule to insure the greatest access to its collection by the greatest number of people. A copy of current policies, rules, fines, and procedures will be available in the Library.
2. The Library will mail a first reminder notice, **as a courtesy**, within 3 weeks after an item(s) becomes overdue.
3. The Library will maintain accurate records of overdue materials and fines. Records are eliminated after problems are resolved.
4. The Library considers all records relating to patron registration, and use of materials provided by the Library to be confidential.

