

Susquehanna County Library Circulation Policy

Registration

1. All borrowers must be registered at one of the four locations, or through outreach services. The registration card must be signed by the borrower (and the borrower's parent or guardian, if the borrower is under 18 years of age).
2. Registration cards are kept in a master file, arranged alphabetically, at the main library. Registrations from other locations are sent to the main location for filing.
3. Each borrower will be issued a card with a preprinted barcode. This card should be presented when items are borrowed.
4. As of November 1986, the Association is participating in the Access Pennsylvania program of Commonwealth Libraries. Any Pennsylvania resident, who has a valid borrower's card from his home library with an Access Pennsylvania sticker affixed, shall be given borrowing privileges at any participating library in Pennsylvania. These patrons need to register at the participating library, and must produce their home library card with an Access PA sticker. A copy of the Access Pennsylvania agreement may be found in the Administrator/Librarian's office.
5. All new registrants must show photo id (e.g. driver's license or utility bill if they do not have a photo id.). This applies only to new registrants, and not to those registered during prior registrations. Upon registering for the first time, the patron's card is mailed to them. The patron is asked to bring the card into the library on their next visit. This will confirm their address as valid. New patrons are allowed to check out only one item and/or use the computer until their address is verified.
6. Library cards are free to all patrons who live, own property, or work in Susquehanna County. All out-of-state registrants must pay an annual fee of Twenty Five Dollars.

Borrower's Privileges

1. Materials may be borrowed for a designated period of time with two renewals as long as the item is not on hold for another patron.
2. Borrowing privileges will be adjusted if fines are accrued. Three notices will be sent to patrons to remind borrowers of overdue materials. Once a patron reaches \$10 in fines, they may no longer borrow items until charges are reduced to under \$10.

Checkout Procedure

1. All materials will be checked out by item barcode.

2. All materials will be stamped with a due date. A receipt will be printed at the patron's request.

Holds

1. Patrons may be placed on a reserve list for items which are currently in circulation. This is done on a "first come, first served" basis.
2. Patrons will be notified when it is their turn to borrow a reserved item. Items will be held for one week.
3. There are no renewals on items on hold.

Overdue Fines

The quick payment of overdue fines, replacement cost for lost books, etc. is appreciated. Large unpaid fines or fees will restrict your library privileges. Overdue fines on all materials except DVDs is \$.25 per day.

- Patrons who owe between \$10 and \$50 can use a 15 minute stand-up computer once a day and cannot borrow barcoded items. However, they can set up a \$5/week payment plan, which allows normal computer access and borrowing of one item at a time;
- Patrons who owe more than \$50 are blocked from all computer and borrowing privileges until they reduce their fine to under \$50;
- Paying a fine down to under \$10 will restore all privileges.

Overdue Notices

1. Three notices will be sent to the borrower over a 21 day period.

Damaged Material

Damaged materials are assessed by library personnel when the items are returned. Patrons are billed for either a repair fee or full replacement costs, depending on the extent of the damage.

Patrons are not charged for normal wear and tear on library materials. However, the following conditions do not constitute normal wear and tear and may result in repair or replacement charges:

- Wet or moldy books
- Books damaged by food stains, oily or sticky residue
- Books missing pages or covers
- Books containing marking by pencil, ink or highlight marker
- Books showing tears, cuts, graffiti or other unusual damage
- CD or DVD disc damage
- CD or DVD case missing or damaged

Repair or replacement of the item is at the discretion of library personnel and is determined based on the particular circumstances of each case.

The Susquehanna County Library does not accept replacement items purchased by the patron to replace a damaged item.

Non-Print Circulation Policy

1. Audio materials and videotapes circulate for the same amount of time as books.
2. DVDs circulate for one week. Patrons are allowed to check out 3 DVDs per patron.
3. Audios, videotapes and DVDs can be renewed if they are not reserved.
4. Audios, videotapes and DVDs can be reserved the same way as books.
5. An overdue charge of \$1.00 per day will be charged for each late DVD.