

## Susquehanna County Historical Society and Free Library Association

### Susquehanna County Library Circulation Policy

Last Updated: 7 September 2023

Board Vote / In Effect: 18 September 2023

#### **Registration**

1. All borrowers must be registered at one of the four library 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).
  - 1.1. At time of registration, the staff will make the parent/guardian aware of options to register their minor child, to include:
    - 1.1.1. adding the child as a user under the parent / guardian's card, thereby allowing the parent / guardian to monitor their child's access;
    - 1.1.2. the parent/guardian authorizing the child to have their own card.
  - 1.2. A parent / guardian may revoke their permission of their minor child's card at any time.
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. Information from the registration card will be entered into an electronic database that is used when a patron checks out or returns books or other items. From time to time, we may use the database to contact registrants. We will not share this information with others who want it for non-library purposes.
3. Each borrower will be issued a card with a preprinted barcode. This card should be presented when items are borrowed.
4. The Association participates 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.
5. 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.
6. All new registrants must show a 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.
7. 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 \$25.

#### **Borrower's Privileges**

1. Materials may be borrowed for a designated period with two renewals if 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. No fine will exceed the replacement cost of any overdue item.

### **Checkout Procedure**

1. All materials will be checked out by item barcode.
2. All materials will be stamped with a due date.
3. 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 with holds.

### **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. The overdue fine on all materials is \$.25 per day.

1. 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;
2. Patrons who owe more than \$50 are blocked from all computer and borrowing privileges until they reduce their fine to under \$50;
3. Paying a fine down to under \$10 will restore all privileges.

### **Overdue Notices**

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 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 circulate for the same amount of time as books.
2. DVDs circulate for two weeks.
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.

### **Addenda: Susquehanna County Library Specialty Items Circulation Guidelines**

The Susquehanna County Library may offer items for circulation considered 'specialty,' e.g., items other than print, audio, video, and digital materials. These specialty items have unique circulation requirements and include special fines and replacement fees separate from 'traditional' library materials.

To borrow any specialty item, patrons need to be a resident of Susquehanna County with a Susquehanna County Library card in good standing (i.e., outstanding fines/charges less than \$10). Youth under the age of 18 must have their parent's permission to borrow a specialty item.

Specialty item collections may vary by library location. Specialty items can only be checked-out with staff assistance. The following addenda each address specific requirements for each specialty item collection. Each addendum is also used as a form that the borrower must complete to check out the specialty item.

Current Specialty Collections Borrowing Guidelines (DATE ADDED):

Addendum I: Musical Instrument Borrowing Guidelines (18 Sep 23)

Addendum II: American Girl Discovery Kit Borrowing Guidelines (18 Sep 23)

Addendum III: Baking Pan Borrowing Guidelines (18 Sep 23)

Addendum IV: Birding Backpack Borrowing Guidelines (18 Sep 23)

Addendum V: PAL Pack Borrowing Guidelines (18 Sep 23)

**Addendum I: Musical Instrument Borrowing Guidelines**

The Susquehanna County Library is excited to offer our patrons the opportunity to borrow musical instruments. To ensure an enjoyable experience for all our patrons, we ask that you respect the following rules when checking out a musical instrument:

- To borrow a Musical Instrument, a patron must be 18 years of age or older and a resident of Susquehanna County. A patron must have his or her own Susquehanna County Library card in good standing.
- Instruments can be borrowed from any library location (Forest City, Hallstead, Montrose or Susquehanna), but must be picked up and returned to the Circulation Desk at the loaning location. This form must be completed and signed by the borrower in addition to checking out the item on the borrower’s library card.
- There is a limit of one instrument per borrower’s card at a time. The loan period is 14 days. If no one has requested that instrument, the borrower may renew for an additional 14 days. Only one renewal is permitted per check out.
- As with other library materials borrowed, you are responsible for instruments borrowed on your card and for any charges on items that are overdue, lost or damaged. Current market replacement value will be charged for lost or damaged instruments, to include lost or damaged accessories (padded carrying case, strap).
- If instruments are kept past the date they are due, there will be a \$2.00 overdue charge per day.

You will not be charged for broken guitar strings. Please notify the staff person when you return the guitar so it may be fixed for the next borrower.

There are books, DVDs, etc. in the libraries’ collections that can help you learn to play the instrument. The list is included in the case.

I, PRINT NAME: \_\_\_\_\_, (borrower) have read and agree to the Susquehanna County Library Instrument Borrowing Guidelines as stated above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(If patron is under age 18, a Parent/Guardian must sign.)

**Addendum II: American Girl Discovery Kit Borrowing Guidelines**

The Susquehanna County Library is excited to offer our patrons the opportunity to borrow an American Girl Discovery Kit. To ensure an enjoyable experience for all our patrons, we ask that you respect the following rules when bringing a kit to your home for a visit:

- To borrow an American Girl Discovery Kit, a patron must be 18 years of age or older and a resident of Susquehanna County. A patron must have his or her own Susquehanna County Library card in good standing.
- Patrons may borrow one American Girl Discovery Kit per checkout per family.
- The American Girl Discovery Kit may be circulated for two weeks, with one renewal if necessary and must be returned to the Circulation Desk.
- A fine of \$2.00 per day will be charged if the American Girl Discovery Kit is returned late.
- Susquehanna County Library understands normal wear; however, the borrower will be held financially responsible for any damage deemed excessive.
- Current market replacement value will be charged for lost or excessively damaged Kits, to include the doll and / or accessories.
- I have read the contents and replacement cost list. I will be sure all contents are returned in the provided totes.

I, PRINT NAME: \_\_\_\_\_, (borrower) have read and agree to the Susquehanna County Library American Girl Discovery Kit Borrowing Guidelines as stated above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(If patron is under age 18, a Parent/Guardian must sign.)

**Addendum III: Baking Pan Borrowing Guidelines**

The Susquehanna County Library is excited to offer our patrons the opportunity to borrow specialty baking pans. To ensure an enjoyable experience for all our patrons, we ask that you respect the following rules when checking out a baking pan:

- To borrow a Baking Pan, a patron must be 18 years of age or older and a resident of Susquehanna County. A patron must have his or her own Susquehanna County Library card in good standing.
- Patrons may borrow one baking pan per checkout per family.
- The baking pan may be circulated for two weeks, with one renewal if necessary and must be returned to the Circulation Desk.
- A fine of \$2.00 per day will be charged if the baking pan is returned late.
- Susquehanna County Library understands normal wear; however, the borrower will be held financially responsible for any damage deemed excessive.
- Current market replacement value will be charged for lost or excessively damaged pans.

I, PRINT NAME: \_\_\_\_\_, (borrower) have read and agree to the Susquehanna County Library Baking Pan Borrowing Policies as stated above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(If patron is under age 18, a Parent/Guardian must sign.)

**Addendum IV: Birding Backpack Borrowing Guidelines**

The Susquehanna County Library is excited to offer our patrons the opportunity to borrow a Birding Backpack. In order to ensure an enjoyable experience for all of our patrons, we ask that you respect the following rules when bringing a backpack to your home for a visit:

- To borrow a Birding Backpack, a patron must be 18 years of age or older and a resident of Susquehanna County. A patron must have his or her own Susquehanna County Library card in good standing.
- Patrons may borrow one Birding Backpack per checkout per family.
- The Birding Backpack may be circulated for two weeks, with one renewal if necessary and must be returned to the Circulation Desk.
- A fine of \$2.00 per day will be charged if the backpack is returned late.
- Susquehanna County Library understands normal wear; however, the borrower will be held financially responsible for any damage deemed excessive.
- I have read the contents and replacement cost list. I will be sure all contents are returned in the provided backpack.

I, PRINT NAME: \_\_\_\_\_, (borrower) have read and agree to the Susquehanna County Library Birding Backpack Borrowing Guidelines as stated above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(If patron is under age 18, a Parent/Guardian must sign.)

**Addendum V: PAL Pack Borrowing Guidelines**

The Susquehanna County Library is excited to offer our patrons the opportunity to borrow a PAL Pack. In order to ensure an enjoyable experience for all of our patrons, we ask that you respect the following rules when bringing a pack to your home for a visit:

- To borrow a PAL Pack, a patron must be 18 years of age or older and a resident of Susquehanna County. A patron must have his or her own Susquehanna County Library card in good standing.
- Patrons may borrow one PAL Pack per checkout per family.
- The PAL Pack may be circulated for two weeks, with one renewal if necessary and must be returned to the Circulation Desk.
- A fine of \$2.00 per day will be charged if the pack is returned late.
- Susquehanna County Library understands normal wear; however, the borrower will be held financially responsible for any damage deemed excessive.
- I have read the contents and replacement cost list. I will be sure all contents are returned in the provided pack.

I have read the Susquehanna County Library policy for borrowing a PAL Pack and agree to follow the rules listed above.

I, PRINT NAME: \_\_\_\_\_, (borrower) have read and agree to the Susquehanna County Library PAL Pack Borrowing Guidelines as stated above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(If patron is under age 18, a Parent/Guardian must sign.)