

## **Kittanning Public Library**

### **4 Borrowing Policy**

1. Borrowers must have a valid library card to check out materials.
2. To apply for a library card:
  - a. Adults (18 and older) are to present a photo I.D. and proof of current address – e.g. current driver's license, student I.D., employment identification card, printed personal check, recent utility bill, car registration, etc. If a photo I.D. is not available, two other forms of identification will be accepted. If no proof of current address exists, a postcard will be mailed to the patron. Upon receiving the postcard and returning it to the library, the patron will be issued a card.
  - b. Minors aged 14 through 17 are to present one piece of identification with name and current address or be accompanied by parent or guardian with proper identification.
  - c. Minors under 14 are to be accompanied by a parent or guardian who is to present proper identification and who is to sign the application form at the time of registration.
3. Residents of Kittanning Borough, West Kittanning, and Applewold are eligible for a free library card. Residents from other areas may purchase a membership for \$25.00 per year for the household. Individuals age 62 or older are eligible for a discounted annual membership of \$10. Military Veteran's and First Responders (i.e. Police, Firemen & EMTs) can purchase a discounted membership with proof of their service for \$10 per year. Summer membership is available June 1-August 31 for \$5.00. This membership includes immediate family members living at the address.
4. Each patron is required to use his/her own card when checking out materials.
5. Lost library cards should be reported at once to library staff. The patron is responsible for materials checked out up to the time the card is reported lost or stolen. A replacement card will cost \$2.00.
6. Loan Periods
  - a. Books, Magazines, Audio CDs, Non-rental DVDs: 14 Days
  - b. Rental DVDs: 30¢ per day (This must be paid before more can be checked out.)
7. Items (excluding rental DVD's) may be renewed two times for the same length of time as the original checkout unless another patron has requested it. Items may be renewed by presenting them at the circulation desk, online, or by phone.
8. A hold may be placed on any item that is able to be checked out. New DVD's may be placed on hold for Library cardholders.
9. Each patron is limited to checking out an aggregate of 100 items per card. New patrons are limited to having a total of 10 items (limited to one DVD) checked out at any one time during the first 90 days. Patrons under 12 without a parent or guardian are limited to 4 items. Patrons may not have more than 5 DVDs checked out at any one time per household. Patrons residing temporarily within the borough are limited to 1 item checked out at any time until permanent residency is established.
10. Patrons under 17 may not check out R rated materials without an adult present.
11. Any type of item or particular subject area may be limited or placed on in-house reserve at the discretion of the library staff.
12. The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
13. Copyright laws limit these Audio CDs, and DVDs to home viewing only and prohibit their duplication. Do not copy, tamper with, or alter the CD, or DVD in any manner.
14. Patrons that return materials that have been damaged beyond normal wear are responsible for the replacement cost of the item. All essential parts of media packaging must be returned or the borrower will be charged the full retail replacement plus a \$5.00 processing fee.

## **4.1 Interlibrary Loan**

To utilize the interlibrary loan service, the patron must be a valid Kittanning Public Library cardholder.

Any book not owned by the Kittanning Public Library can be requested via interlibrary loan. There is no charge for this service. Patrons may be limited in the number of title requests at the discretion of the library staff.

Copies of magazine articles not owned by the Kittanning Public Library will be requested from other libraries as needed. When available, the library will obtain and print the articles via Power Library. Patrons will be required to pay any printing charges at the time the copies are picked up.

Loan periods for materials borrowed from another library will be those of the lending library, not Kittanning Public Library.

Returning materials in a timely fashion is essential to our relationship with lending libraries. In light of this, the Kittanning Public Library may charge \$1.00 per day for overdue interlibrary loan books.

## **4.2 Access PA Program**

The library participates in the Access PA program. This program mandates extended borrowing privileges to all state residents who are current members in good standing at participating Access PA libraries.

In addition, the state library has mandated that the libraries of Armstrong County are to demonstrate cooperation. To partially fulfill this mandate, county libraries will honor one another's library cards free of charge.

## **4.3 Overdue Policy**

1. Any material kept after the return date is overdue.
2. At two weeks overdue, a notice will be sent to the patron indicating the overdue materials.
3. No more materials will be checked out on the patron's card until the materials are returned and the fine is paid or the replacement fee is paid.
4. Patrons who owe the library \$5 or more will not be permitted to check out materials or use the computers until the debt is paid.
5. At four weeks, a second notice will be sent out.
6. At six weeks, a letter will be sent out including the replacement fee, fines, and any other costs incurred by the library while attempting to retrieve the materials.
7. The patron will be given 10 days to return the items after the third notice. If materials are not returned, then charges will be filed with the local police for Retention of Library Materials/Library Theft.
8. A patron with suspended privileges may not use the card of another family member to evade the effect of the suspended privileges.
9. Notices will be sent to patrons for DVDs after the patron has had them for two weeks. The same steps will be followed as if the items were overdue books with the added fees.
10. Fines are 25¢ per day per item for books, magazines, and CDs. Late DVDs are \$1.00 per day after one week.

