

March 2011

## CIRCULATION POLICY

The circulation policy of the Redbank Valley Public Library serves to support the mission of the Library by providing guidance for making materials available to our patrons. The purpose of the circulation policy is to allow the best possible use of the Library collection by the greatest number of patrons.

### **Library Usage**

The Redbank Valley Public Library Board welcomes all individuals to utilize library resources to support their enrichment needs. Library cards, with associated borrowing privileges, are issued for free to patrons residing in our service area (see Appendix A). Library card holders must be at least seven years of age. Patrons under the age of 18 must have their card signed, in person, by a parent or guardian. The parent or guardian must have a library card in good standing. If either of the parents or guardians has a library card in bad standing the minor cannot be issued a card.

Cards may be issued to those families not in our service area for a fee (see Appendix B). Applicants for a library card must appear in person, show personal photo identification and verify of their current address. Examples of acceptable identification are: driver's license or other government-issued photo ID. Non-residents must pay the fee upon application. Library cards are issued immediately for applicants. Library cards will expire after a three-year period, except for non-resident cards, which will expire after a one-year period. They may be renewed an unlimited number of times provided the patron is in good standing.

### **Reciprocal Borrowing Agreements**

Clarion County:

All Clarion County cards will be honored at the Library, providing the user is in good standing at his or her home library.

Access PA:

Any holder of a valid library card, with an Access PA sticker, from any other Pennsylvania library may use this Library. All patrons in our service area receive these stickers. Non-residents, according to state regulations, may not have this sticker.

### **Borrowing Privileges**

Patrons must present a valid library card in order to check out materials. If the patron has forgotten his or her card, a valid photo ID may be presented. If the library card is lost, a new one is provided for a fee (see Appendix B).

Patrons are responsible for all materials and fees charged to their library cards. If the patron is a minor, parents or guardians are responsible for the materials and fees. Patrons are responsible for safekeeping of their library card and for notifying the library of a change of address or contact information. By signing the library card application,

the patron agrees to follow the Library's policies and regulations. Borrowing privileges may be revoked if a patron does not follow the regulations.

Overdue fines will be applied according to Appendix B. Patrons will not be charged fines on days the Library is closed. Replacement fees for lost or damaged materials will be charged. Patrons will not be allowed to check out materials if they have accumulated fines above \$5.00. If patron is responsible for minors, then the minors' borrowing privileges will also be revoked.

Staff members will be exempt from fines.

Only adults may check out R-rated films.

### **Item Limits**

Patrons are allowed to check out many materials. However, to ensure that all patrons can access materials in a timely manner, some limitations apply. The following chart details maximum checkouts at any point in time.

<b>Material Type</b>	<b>Max. Checkouts</b>
Books, Audio Books, CDs	50
Magazines	10
Videos, Discovery Learning Packs	4 per household

### **Loan Periods**

Patrons are responsible for returning or renewing materials on time. Materials may be returned to the front desk or to the book drop (located outside the building). Materials returned to the book drop after closing hours will be considered returned on the next day.

The following chart details the loan period for the different types of materials in the library collection. Reference and Heritage Room materials may not be checked out.

<b>Material Type</b>	<b>Loan Period</b>
Books, Audio books, CDs, Discovery Learning Packs	2 weeks
Magazines, Videos	1 week

### **Renewals**

Most materials may be renewed up to two times. Exceptions to this pertain to videos and holds. Materials that have holds placed on them may not be renewed. Videos may be renewed twice, but the second renewal must be in person. Renewals are counted from the day renewed, not the original due date.

### **Holds**

Holds may be placed on materials owned by the Library. If the item is currently unavailable, the patron will be placed on a hold list, in the order of reservation. If the item is available, the item will be placed on the hold shelf for the patron to pick up.

Items will be held for seven days. If the patron has not picked the item up in seven days, the item will either be returned to the shelf or passed on to the next person on the hold list. In the case of a hold list, the patron will be reentered on the hold list as the next person in line.

### **Interlibrary Loan (ILL)**

Interlibrary Loan is a method by which the Library can extend services by cooperating with other libraries. If the library does not own an item that a patron wishes, he or she may place a loan request for it. Items that have been published for less than six months are not able to be loaned, but may be placed on a purchase request list for the library's consideration. Once the item is received, the patron has seven days to pick it up before the item is returned to the lending library. The same fines apply to ILL books as to books owned by the library. The lending library determines the replacement cost should materials be lost or damaged. If a book is requested via ILL, received by the library, and not picked up by the requester, a restocking fee will be charged to cover cost of return postage (see Appendix B).

### **Overdue Notification**

Overdue notices are sent as a courtesy. Patrons are still responsible for returning materials and paying fees even if they do not receive a notice.

When materials become long overdue (at four weeks), proceedings with the District Magistrate will begin, after a certified letter is sent. In the cases of minors, parents will be charged.

### **Exceptions**

Any exceptions to the policy will be reviewed on a case-by-case basis, at the discretion of the Library Director. Any exceptions will be written and kept on file.

This policy will supersede the Library Card Policy approved October 16, 2008.

Considered March 19, 2009  
Approved April 16, 2009  
Revised April 22, 2010  
Revised March 17, 2011  
Updated (name change) December 20, 2012  
Updated December 19, 2013  
Reviewed (no change) February 11, 2016

**APPENDIX A - SERVICE AREA**

The Redbank Valley Public Library provides free services to the residents of the Redbank Area School District, which includes the following municipalities.

Hawthorn Borough  
Madison Township (Armstrong County)  
Mahoning Township  
New Bethlehem Borough  
Porter Township  
Redbank Township (Clarion County)  
Redbank Township (Armstrong Township)  
South Bethlehem Borough

**APPENDIX B – FEE SCHEDULE**

Non-Resident Card Fee (payable to Clarion County Library System) .....	\$25.00
Replacement Fee for Lost Library Card.....	\$ 3.00
Overdue Fines, per day	
Books, Audio books, CDs, Magazines, Discovery Learning Packs .....	\$ 0.25
Videos .....	\$ 2.00
Processing Fee	
Books (except mass market paperbacks), DVDs, Magazines .....	\$ 5.00
Mass Market Paperbacks .....	\$ 2.00
Audiobooks, Discovery Learning Packs.....	\$10.00
Restocking Fee .....	\$ 5.00