

## LEBANON COUNTY LIBRARY SYSTEM

### CIRCULATION (BORROWING & LENDING) POLICY

#### System Wide Lending Policies

Six independently-governed libraries are members of the Lebanon County Library System. Through a cooperative library management system and delivery service member libraries share collection materials. To provide consistency for patrons and to protect the holdings of each library, the system and its members set forth common policies for lending library materials.

#### Reciprocal Borrowing

As a Lebanon County Library System (LCLS) cardholder, the patron identified on the valid patron's card may borrow materials from any of the six public libraries in Lebanon County. Those materials are the responsibility of the cardholder and are subject to all of the fines, rules, and regulations of the lending library.

#### Requirements for Borrowing

Patrons must present their library card or valid photo ID to borrow materials. Library cards on smartphone apps will be accepted along with valid photo ID, to ensure account security.

#### Loan Periods and Terms of Loan

The libraries of Lebanon County lend materials in a variety of formats. The following terms of loan apply.

Item Format	Length of Loan	Renewals *	Late Fees	Item Limits
Audiobooks (CD, Cassette, Playaway)	21 days	2 (if no holds)	\$.25 per day	10 at a time
Books	21 days	2 (if no holds)	\$.25 per day	100 at a time
Downloadable eBooks and audiobooks (through Overdrive)	Selectable: 7, 14, or 21 days	1 (if no holds)	None	10 at a time
Magazines **	21 days (not current editions)	2 (if no holds)	\$.25 per day	10 at a time
Videos (DVD, Blu-Ray, VHS, Playaway View)	7 days	2 (if no holds)	\$1.00 per day	10 at a time
Music CDs	21 days	2 (if no holds)	\$.25 per day	10 at a time
Puppets	21 days	2 (if no holds)	\$.25 per day	5 at a time

Reading Packs	21 days	2 (if no holds)	\$1.00 per day	5 at a time
Interlibrary Loan (requests from libraries outside of county)	Varies by lending library	Varies by lending library	\$1.00 per day	10 at a time

\* Patrons cannot renew an item if another patron has placed a hold on the item. Patrons can not renew online if the item is already overdue.

\*\*Current editions of magazines do not circulate.

## Reference Materials

Reference materials marked “Does Not Circulate” may not be taken from the libraries. Some reference materials may be borrowed for one day with permission from the library director.

## Renewals and Online Requests

Patrons can renew most items a maximum of two times. Patrons cannot renew an item if another patron has placed a reserve or “hold” on the item. Library patrons can request and renew items:

1. Online at <http://catalog.lclibs.org/polaris>
2. At any of the six county libraries
3. By telephone

## Hold Notifications

When requested materials arrive, patrons will be notified by the library where they requested pickup. The length of time that each library retains held items for pickup varies. Patrons should check with their local library regarding the length of time items will be retained and the method by which they prefer to be contacted. Patrons are responsible for updating their contact information as needed by contacting their local library.

## Late Fees

Lebanon County Libraries has established a schedule of late fees for overdue materials. For most items, late fees are \$.25 per item per day. Late fees for movies, kits, and Playaway Views are \$1.00 per item per day.

Patrons with responsibility for overdue materials in any format are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the materials.

Patrons are responsible for returning materials by the due date. Signing up for email alerts and reminders does not absolve card holders of their responsibility to return items by the due date provided upon checkout.

### **Loss of Borrowing Privileges**

Patrons with late fees over \$5.00 are subject to loss of borrowing privileges and library computer use.

### **Lost and/or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost is the responsibility of any patron who borrows and loses/damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. The following terms apply to lost and/or damaged materials.

1. Borrowers are responsible for replacement costs to the owning library of a lost or damaged item. Borrowers must settle these fees with the owning library.
2. Borrowers are responsible for any late fees that have accrued during the period that a lost and/or damaged beyond repair item was due back to the library and the date that the borrower contacts the library to settle the account.
3. Borrowers are responsible for a reprocessing fee of \$5.00 per item.
4. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

### **Interlibrary Loan Requests (out of county)**

If a needed item is not located at a library within the county system, patrons may place an interlibrary loan request. Interlibrary loan requests must be placed by contacting the library. Items added to a library's collection within the previous six months cannot be acquired through interlibrary loan. A maximum of ten items may be borrowed at any time through interlibrary loan.

The requesting patron must be a Lebanon County resident 18 years of age or older with an account in good standing to request items through interlibrary loan. Patrons whose home library is outside Lebanon County are encouraged to place interlibrary loans through their home library.

Please note that items borrowed from outside the county may not have three week loan period and must be returned on or before the lending library's due date. There may be a charge for this service depending on the lending library's policy.

Patrons will be notified when materials arrive, and they will be held for **one week**. The library will charge patrons a postage fee (to return the item back to the library it was borrowed from) if the requested material is not picked up within the one week time period. Any damage to materials borrowed through this service must be paid by the patron.

## **Video Borrowing Policy**

Videos in a variety of formats (DVD, videocassette, blu-ray) are available for borrowing. Not all member libraries have all formats.

Patrons may borrow up to 10 videos (per patron per card) system-wide. Those videos must be returned before borrowing others.

Videos are loaned for seven days. There is a \$1.00 charge for each day a video is overdue.

Videos may be renewed twice for an additional seven days (per renewal), by telephone, in person or on the internet via the patron's account. Videos cannot be renewed if another patron has placed a "hold" on that item.

Videos may be returned at any library in the system and may be returned using outside drop boxes.

All videos are inspected before being re-shelved. If a video appears damaged, please notify the library; do not attempt to use it.

If a video is damaged while on loan, the borrower will be charged for the replacement cost.

The library is not responsible for any damage that might occur to your video device player when using a video borrowed from the library.

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