

# **Knox Public Library**

## **Library Card and Borrowing Policy**

### **Purpose:**

The Knox Public Library is committed to providing the residents of the Keystone School District equal access to all Knox Public Library resources. Library cards are issued in order to identify eligible users. In order to make materials available on an equal basis, Knox Public Library sets limits on loan periods and on the number of renewals allowed. Some materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection size, material type, or lending source. This policy states the procedures associated with library card registration and borrowing privileges.

### **Obtaining a Library Card:**

A Knox Public Library card may be obtained at the Circulation Desk of any Clarion County Library. All patrons registering for a library card must complete a library card application, provide a photo ID (Driver's License, Passport, state ID) and proof of current address via an official typed document with their name and address (state ID, lease agreement, etc.) or an official piece of mail (utility bill) addressed to the individual.

If a patron resides outside of the Knox Public Library service area, but within the service area of the Clarion County Library System, the patron completes two registration cards and one is sent to the home library (Clarion Free Library, Eccles-Lesher Memorial Library, Foxburg Free Library, or Redbank Valley Public Library).

Patrons must register for their library card in person, though the process may initially be started online. The initial card is free of charge. A replacement fee of \$3 is charged for lost cards. Library cards are issued for 3 years. At the end of the third year, card holders may renew their card for an additional 3 years by verifying or updating their information (address, phone number, etc.).

### **Library Card Eligibility:**

Free library cards are issued to all residents ages 7 and up that reside in or own property in Knox Public Library's service area (Ashland Township, Beaver Township, Callensburg Borough, Elk Township, Knox Borough, Licking Township, Salem Township, and Shippenville Borough (Keystone School District)). Anyone under 18 years of age is required to have a parent or guardian present to sign the library card application and the parent/guardian must have a library card in good standing before issuing the minor child a card.

Non-Resident cards are available at \$25 per household per year for those who do not live or own property in the Clarion County Library System service area or do not qualify through the AccessPA borrowing program. Non-Resident cards are valid for 1 year.

The Knox Public Library participates in the AccessPA program following the *Guidelines for Statewide Library Card System* (see appendices). This is a direct borrowing program between participating local libraries intending to expand access to material of Pennsylvania's publicly supported libraries to all Pennsylvanians living in communities that support a home library. Residents of other Pennsylvania counties may receive a free card if their home library participates in AccessPA. Eligible patrons will still need to provide a photo ID with proof of address and complete a registration card. The Knox Public Library will follow up with the patron's home library to confirm eligibility. The Knox Public Library will use the home library card for AccessPA patrons, rather than issue a Knox Public Library or Clarion County Library System card. Blue

AccessPA stickers are placed on all new Knox Public Library and Clarion County Library System cards issued to patrons within the Clarion County Library System service area.

**Library Card Changes:**

It is the patron's responsibility to notify the library of any change of address. Patrons may visit the Circulation Desk to update an address.

It is the patron's responsibility to notify the library if the library card is lost, so no one else will be able to use it. A lost library card can be replaced for \$3.

Most library cards are valid for 3 years from date of issue. If the library card has expired or is nearing expiration, the patron will be asked to confirm current address and contact information to renew or reactivate the library card. A new application is not necessary for renewal, except in cases where the original card no longer has a record in our system or if the patron has moved.

**Loans:**

Items cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture ID implies permission to use the card.

Most materials may be loaned for two weeks, except for certain items. Patrons will be provided with exact information during checkout with specific due dates for each item.

Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed (see Holds Policy).

The Library reserves the right to make some materials non-circulating and only available for in-library use.

Incomplete items may not be accepted for return. Library staff will make a reasonable effort to inform the patron of any incomplete returns. Incomplete items returned will remain checked out to the patron until missing pieces are returned.

**Renewals:**

Renewals of materials owned by the Knox Public Library may be done in person, by telephone, or online for most items. Most materials may be renewed up to two times. Additional renewals may be permitted via phone or in person with library permission.

See also InterLibrary Loan Policy for limits and regulations on items not owned by the Knox Public Library.

**Fines and Charges:**

In order to safeguard the collection and make materials available to as many people as possible, the Library charges fines for overdue, damaged, or lost materials.

Patrons with an account balance of \$5 or more may not check out or renew materials.

Each patron is held responsible for all materials checked out on their card and all fines accrued from overdue materials.

Per Pennsylvania 18 Pa. C.S.A. § 6708 (Retention of Library Property, see Appendices), the Library has every right to pursue charges through the local magistrate for recovery of long overdue items.

**Damaged or Lost Materials:**

All injuries to materials beyond reasonable wear and all losses shall be compensated to the satisfaction of the Director. Damaged items will be replaced for the full amount of the item. An additional processing fee will be applied to the patron's account.

**Appendices:**

Guidelines for Statewide Library Card System:

<https://www.statelibrary.pa.gov/Libraries/LawsRegulations/GovernmentAdvisory/Pages/GuidelinesSWLibCardSys.aspx>

Pennsylvania Code and Regulations, Retention of Library Property:

<https://www.statelibrary.pa.gov/Documents/For%20Libraries/Library%20Laws%20and%20Regulations/PennsylvaniaLibraryLaws.pdf>

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