

## **Vandergrift Public Library Policies and Procedures**

<b>Policy:</b>	<b>Administration</b>
<b>Subject:</b>	<b>Borrowing Policies</b>
<b>Effective:</b>	<b>January 1, 2014</b>
<b>Approved:</b>	<b>July 17, 2017</b>
<b>Revised:</b>	<b>April 17, 2023</b>

### **LIBRARY CARDS**

Library cards must be used to borrow materials

**Adults:** For adults to register for a library card, an acceptable form of identification matching the name with the current address must be shown. Acceptable forms of identification include driver's license, photo identification card, mail postmarked within the last 30 days, utility deposit receipt or rental lease.

**Youth:** An adult parent or guardian must be present for library card applicants under the age 18 to receive a library card. The parent or guardian must complete the youth library card application. An acceptable form of identification must be presented by the adult. A youth will be given either a juvenile or student library card. A juvenile is identified as elementary school age. A student is identified as anyone of middle school or high school age.

The fee for a replacement library card is \$3.00.

The Vandergrift Public Library is not responsible for any unauthorized use of a library card. To minimize liability, cardholders should inform the library immediately if their library card becomes lost or stolen. Reporting the card lost or stolen can be done in person at the library or by phoning the library at 724-568-2212. Cardholders are held responsible for any items checked out and any fines incurred by the use of their library card prior to card being reported lost or stolen.

### **LOAN PERIODS**

There is no charge to check-out library materials. All Vandergrift Public Library materials circulate for 21 days. Other libraries may have different loaning periods for some of their items, especially new releases. We are obligated to honor their check-out period.

### **RENEWALS**

Most library materials, unless reserved for another patron, may be renewed for up to four additional loan periods. Library patrons may renew materials themselves through their online library accounts, by phoning the library at 724-568-2212, or in person at the library.

### **PATRON RECORDS**

Patrons with a library card may have access to their library borrowing records. Parents or legal guardians may have access to their children's records. In addition, patrons may view their record and modify some personal information by accessing their online account or in person at the library with a library card.

## **BORROWING LIMITS**

Adults who are first time library card holders i.e. a new patron, may have up to 3 borrowed items on their account at any given time for a period of six months. Unless they are a paid membership, then this limit is waived.

Adult library patrons may have up to 20 borrowed items on their account at any given time. Within this limit, patrons may borrow up to 5 DVDs or audio books.

Juvenile and student library card holders may have up to 3 borrowed items on their account at any given time. Juveniles may not borrow DVDs that are rated PG 13 and R. Students may not borrow DVDs that are rated R.

## **BORROWING THROUGH WESTMORELAND COUNTY LIBRARY NETWORK**

Westmoreland County Library Network online is a county-wide card catalog system linking materials from 24 public libraries. Requested materials may be picked up at your preferred library, with a loan period of 21 days with some exceptions. Renewals are permitted on most items if it has not been reserved by another patron. Late fees are determined by the loaning library.

## **RETURNING MATERIALS**

All borrowed materials may be returned to any Westmoreland County library location.

## **FINES AND FEES**

As of 2023 Westmoreland County Libraries are mostly fine free. Vandergrift Public Library materials are fine free with the exception of our local history collection and back pack kits. Other Westmoreland County Library's materials may be subject to fines.

Fees for lost or damaged materials are determined on an individual basis according to the original cost of the item. A processing fee of \$3 is charged per lost or damaged item.

Library materials may not be checked out to a patron while there are outstanding overdue items and/or fines on their accounts.

## **SANCTIONS**

Unpaid fines and unreturned materials will result in the following actions:

- Revocation of borrowing privileges
- Suspension from using computers