

# Borrowing Policy (December 1, 2010)

## Late Fees, Renewal Limits and Loan Periods

MATERIAL	CHECK OUT PERIOD	LATE FEE PER DAY
Most Books	21 Days	25 Cents
New Books	7 Days	25 Cents
Circulating Magazines	7 Days	25 Cents
Videos (VHS & DVD) & Puppets	7 Days	\$1.00
CD Books	21 Days	50 Cents

Most materials may be renewed twice if there is no waiting list for the title.

## Number of Items Allowed

CARD TYPE	MAXIMUM DVDs & VCRs	MAXIMUM TOTAL ITEMS
Adult Cards	Combined Total of 5	50 Items
Children's Cards	Combined Total of 2	10 Items
Temporary Cards	Combined Total of 2	10 Items

## Checking Out

A current library card is all that is needed to check out circulating materials. A card may be obtained within the following restrictions:

- Library cards are issued free of charge to any resident of Allegheny County. As a member of the Allegheny County Library Association, your library card may be used at any county public library.
- Adults temporarily living in Carnegie, PA for an extended period of time may purchase a temporary card. Cards are \$10.00 and are good for 1 year. These cards may be used to borrow items and to access the computers.
- Visitors without an Allegheny County library card may purchase a guest pass for \$1.00 per use. After 3 weeks visitors must purchase a temporary card or apply for a regular library card. These guest passes will be issued upon presentation of photo ID.
- Photo identification is required at the time of registration. Acceptable forms of ID are a PA Driver's license, PA State ID card, school ID, military card or passport. Residents who have recently moved to Allegheny County must present a photo ID and proof of Allegheny County residency with their current address (i.e., utility bill, lease, etc.) .
- There are no age restrictions on cards, although individuals under 18 years of age must have a parent or legal guardian sign the application.
- Library users may have only one card at a time. If a card is lost or stolen, a replacement card can be issued for a fee of \$1.00. The card holder is responsible for notifying the

library of a lost or stolen card. Failure to notify the library of a lost or stolen card will result in financial responsibility for items taken out on that card.

- Cards are issued to individuals only. The Library will work with schools and local groups, but responsibility for borrowed materials rests with individual borrowers.
- Cards are not issued to third parties. Applications may be distributed and collected by teachers or other authorized persons responsible for groups, but the card will be issued to the applicant when she or he visits the Library.
- Card registrations are valid for two years.
- Applicants must sign the library card application and the library card. This acknowledges responsibility for all materials borrowed on the card. Parents or legal guardians, who endorse a child's library card application, accept responsibility for all materials charged out to that card.
- Cards are not transferable nor may they be "loaned" to another person.

The Library follows the Motion Picture Association of America (MPAA) guidelines for video borrowing.

## **Lost and Damaged Items**

Cardholders are responsible for the replacement cost of lost or damaged items. Cardholders will be charged the cost of the item plus a \$5 processing fee. For children under 18 a parent or legal guardian is responsible.

If a Cardholder finds a lost item after she/he has paid for it, it is possible to return it for partial credit in limited circumstances. One-half of the replacement cost will be returned to the Cardholder if the item is returned within 2 weeks of paying for it.

## **Renewing Items**

Items may be renewed in person at your local library, by telephone (The circulation desk is ext. 2), by an automated telephone process (412-622-1895), or online. To renew your items online, you must have your library card number in order to login to your account. Material cannot be renewed if there is a waiting list or if the item is already overdue. Please make sure that you complete the automated renewal processes. Continue with the processes until you receive a confirmation that your items have been renewed.

## **Requesting Items**

You may place your name on a waiting list for books and other library materials which are currently in circulation. They may be reserved by making the request at the circulation desk in person, by telephone, or online in our catalog.

You will be notified by telephone or by email when the book or material is available for you to pick up.

## **Returning Items**

Please return materials as soon as you have finished with them as others may be waiting to use them.

You may return books to the circulation desk or place them in our book drop between the library and the parking lot. Library materials may also be returned to any library in Allegheny County regardless of where they were checked out.

## **Fines and Charges**

A notice or e-mail will be sent after the Library materials are due. If the materials are not returned promptly, a bill will be sent for the materials with the cost of replacement on the material and a service charge for processing, cataloging and postage.

You will be responsible for paying any fines and fees associated with overdue materials, lost or damaged materials, and other Library materials. Your failure to pay charges, fines and fees will result in the loss of your borrowing privileges and legal action. The Library will turn the charges over to a collection agency, which will result in additional fees and will impact your credit rating.

Library cards are not transferable; therefore, you are responsible for all library materials checked out on your card and any late fees charged to your card. If your card is lost or stolen, notify the library immediately to prevent any materials from being checked out using your card.