

Borrowing Policy

Late Fees and Loan Periods

Material	Loan period	Renewals
Most books	21 days	6
New books	21 days	6
Bestsellers	21 days	0
New books	21 days	6
Magazines	7 days	6
Adult DVDs - movies	7 days	6
Adult DVDs – TV series	21 days	6
New Adult DVDs - movies	7 days	0
New Adult DVDs – TV series	21 days	0
Audiobooks	21 days	6
Juvenile DVDs	21 days	6
Preschool Grab Bags	7 days	6
Wireless hotspots	7 days	0
Launch Pads	7 days	6
Experience Kits	7 days	0
American Girl Dolls	7 days	0

Library Cards

Anyone with an Allegheny County Library Association library card with fines below \$10 may use their library card to check out items and access the library's public computers.

Obtaining a library card

- Library cards are issued free of charge to any resident of Allegheny County. Your library card may be used at any library that belongs to the Allegheny County Library Association.
- 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 (eg utility bill, lease, etc.).
- Individuals under 18 years of age must have a parent or legal guardian sign their library card application. Parents or legal guardians who endorse a child's library card application accept responsibility for all materials charged out to that card. Children are considered old enough to get their own library card if they can print their name.
- 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 Cardholder 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 they visit the Library.
- Card registrations are automatically renewed at the end of each calendar year, as long as the card has been used at least once in the previous year.
- Applicants must sign the library card application and the library card. This acknowledges responsibility for all materials borrowed on the card. Cards are not transferable, nor may they be “loaned” to another person.
- Cardholders may request that other cardholders (such as family members) be permitted to pick up items that are on hold for the original cardholder.
- The library is not responsible for the content of items checked out by minors.

Temporary cards

- Adults temporarily living in Carnegie, PA for an extended period may apply for a temporary card. Temporary cards are good for 30 days. These cards may be used to access public computers and to borrow up to 10 items at a time, up to 2 of which may be DVDs.
- The holder of a temporary card may present a photo ID and proof of residency in order to upgrade their account from temporary to a regular card.

Lost and Damaged Items

Cardholders are responsible for the list price of lost or damaged items. For children under 18, the parent or legal guardian who endorsed the child’s library card application is responsible.

If a Cardholder finds a lost item after they have paid for it, they may 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.

The Library does not accept replacement items purchased by the patron.

Renewing Items

Most items are automatically renewed up to 6 times. Patrons receive an email notification indicating which checked out items were automatically renewed, and any that could not be renewed. Current exceptions include bestsellers, experience kits, and hotspots. Items cannot be renewed if another patron has a hold on the item.

Requesting Items

You may place a hold on most library materials which are checked out to other patrons or owned by other Allegheny county libraries. Items may be reserved by making the request at the circulation desk in person, by telephone, or online in our catalog. Certain items may not be placed on hold, and others may be reserved for checkout only by Carnegie residents.

You may also request items from outside of the ACLA system through interlibrary loan.

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 borrow them.

You may return items to the circulation desk or place them in our book drop between the Library and the parking lot (unless the item is marked "Do Not Return in Book Drop"). Library materials may also be returned to any public library in the Allegheny County Library Association.

Late Items 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 postage. If you return the item, the bill will be canceled. The Library does not charge fines for items returned past their due date. Items from other libraries within the Allegheny County Library Association may be subject to fines, depending on their policies.

You are responsible for paying any replacement fees associated with lost, damaged, or destroyed Library materials. Your failure to pay these fees may result in the loss of your borrowing privileges. The Library is not able to waive or reduce fines or replacement fees issued by other libraries.

Revised December 2024