

Title	Lending (Residents & Non-Residents) – Approved
Prepared by	Policy Committee, Feb. 2007
Date Approved	March 19, 2007; 6/13/15; 2/8/16; 3/13/17; 5/8/17; 2022-2023 amendments pending approval
Amendment Prepared by:	Policy Committee, Sept. 2013 and June/July 2015; 1/26/16 Gina Leone 3/7/17; 5/4/17; Gina Leone & Liz Fager Sept 2022-February 2023

PURPOSE: To set guidelines for lending of Library materials, to encourage the greatest use of materials by the largest number of Library patrons.

REFERENCES: Access Pennsylvania Statewide Library Card Program Guidelines; ALA Code of Ethics; ALA Library Bill of Rights; Confidentiality of Library Records

STATEMENT OF POLICY:

A Library Card permits the borrowing of Library materials, which are public property, and which must be returned or replaced. Library users are responsible for all Library property charged out on their cards. Parents or legal guardians are responsible for materials charged out to minor (under the age of 18) children. According to Pennsylvania Law, failure to return Library property after notice to return, is a crime (18 Pa. Cons. Stat. Sec. 6708) as are Library theft (18 Pa. Cons. Stat. Sec. 3929.1) and willful damaging of Library property (24 Pa. Cons. Stat. Sec. 4427).

Library Cards: Obtaining, Types, Usage, and Responsibility

A current library card is all that is needed to check out circulating materials. ALL patrons MUST have a current and valid Library Card to borrow materials from the Library. You must present your library card when checking out items. If you do not have your library card, a valid ID must be presented.

One card per person may be obtained with the following restrictions:

- Valid ID: Photo identification is required at the time of registration. Acceptable forms of ID are a PA Driver’s license PA Identification card, PA Learners permit, Other U.S. State’s Driver’s License, Passport, I9 Identification card, State ID, Military ID, Work ID, Student ID. Applicants with a military card, passport, or out of state ID who have recently moved to Allegheny County must present a photo ID and proof of Allegheny County residency with their current address. You may also obtain an Allegheny County Library Card if you work in Allegheny County. Proof of this will be required.
 - Proof of Residency: Applicants must prove their identity and their residency. Proof of residency can include a PA driver's license, PA Identification card, PA Learner’s Permit, Vehicle registration card, Vehicle insurance card, Medical insurance card (with address), I9 identification card, Lease/rental agreement, Property tax receipt, Utility bill (must be dated within 4-6 weeks), Paycheck (dated within 4-6 weeks), school report cards (for those under 18), documentation on official school letterhead (for those under 18), postal mailer from your library (postmarked within 4 weeks).
 - Not Valid Identification: hand-addressed/personal mail, Business cards, Sales receipts, Magazine subscriptions, Junk/bulk mail, Social Security card, Birth certificate.
- Age: There are no age restrictions on cards. Child/minor/youth must be present to register for a Library Card in minor’s name. Everyone under the age of 18 must have a valid ID on file and signature from a parent, legal guardian, or adult caregiver on the application. The valid ID on file

and signature on the minor's application acknowledges that the parent, legal guardian, or adult caregiver accepts full responsibility, financially and otherwise, for items checked out on the minor's card. If the person's ID on file and signature is not the parent or legal guardian of the minor, the adult caregiver must provide contact information for the parent or legal guardian so that they may be notified of the card in the minor's name. The Library will notify the parent or legal guardian of the Library Card in the minor's name.

- **Application:** Applicants, or the parent/legal guardian, must sign both the Library card application and the Library Card. This acknowledges that they accept responsibility for all materials borrowed on their cards. Parents or legal guardians who endorse a minor's Library Card application accept responsibility for all materials charged out to that card.
- **On-Line Applications:** Library Card Applications which are initiated on-line must be validated through the application process in the library within 30 days. Valid ID and other requirements outlined here are required before items may be borrowed from the Library.
- **Fees:** For residents of Allegheny County and most PA residents, there is no fee to obtain a card.
 - **Resident (adult and minor children):** Library cards are issued free of charge to any resident of Allegheny County. As a member of the Allegheny County Library Association (ACLA), your library card may be used at any participating Allegheny county public library.
 - **Non Residents:** Non-residents, who have valid a card from Libraries participating in Access Pennsylvania, are eligible to obtain an ACLA Countywide Library Card free of charge. They must present valid ID, proof of current residency, AND a library card from their home location library.
 - Employees of Scott Township and the Chartiers Valley School District who live in counties other than Allegheny, and whose home libraries do not participate in the Access Pennsylvania program, are eligible to receive a Library card, free of charge. Proof of employment must be furnished.
 - Non-residents who pay Scott Township taxes but live in counties other than Allegheny, AND whose home libraries do not participate in the Access Pennsylvania program, are eligible to receive a Library card, free of charge, upon presentation of current tax receipts.
 - Any non-resident (out of state and/or do not have an Access Pennsylvania library card) may use the Library's computer/WiFi and online resources; they may use the Library's physical collection materials (in library only) and will not have borrowing privileges.
- **Renewals:** Card registrations are valid for two years and must be renewed at the Library. A valid ID must be presented at the time of Library Card renewal. No phone renewals are permitted. If a patron's home library is Scott Township and their Library Card is in active status, the Library Card will automatically renew.
- **Lost or stolen card:** If a card is lost or stolen the cardholder is responsible for notifying the library as soon as possible. Failure to notify the library of a lost or stolen card can result in financial responsibility for items taken out on that card. If a card is lost or stolen, a replacement card will be issued free of charge.
- **Individuals:** Cards are issued to individuals only. One card per person. The Library will work with schools and local groups to arrange for one person to be responsible for borrowed materials. Cards are not issued to third parties.
- **Distribution of Applications:** Applications may be distributed by other authorized persons responsible for groups, but the card will be issued to the applicant when he or she visits the Library to present valid ID.

- Cards are not transferable or to be loaned to another person. At the discretion of the library staff, a loaned card may be confiscated & usage privileges revoked.

RESPONSIBILITIES OF BORROWERS (Patrons)

- Patrons are responsible for returning Library materials on time so that others may use them.
- Patrons must notify the Library regarding name, address, email and/or telephone changes.
- Patrons need to take care of Library materials borrowed on their cards. Library materials are public property, and need to be protected from damage and theft. If materials are lost or damaged beyond repair, the Library may charge the card holder the replacement cost of the items. Patrons may not purchase a replacement item in lieu of paying the replacement cost.
- Patrons are responsible for paying any fines and fees associated with overdue, lost and/or damaged materials. Failure to pay fines and/ or failure to pay for lost and/or damaged materials, may result in the loss of borrowing privileges and/or legal action. If an item is not owned by Scott Township Public Library, the patron is encouraged to contact the owning library for further direction.

RESPONSIBILITIES OF THE LIBRARY

- The Library will regularly review its lending policies and procedures to ensure the greatest access to the collection by the greatest number of people.
- The Library considers all records relating to patron registration and use of materials to be confidential.

Number of Items Allowed to be Borrowed from Scott Township Public Library

- Adult Cards: Unlimited
- Minor Cards: Unlimited

Loan Periods for Scott Township Public Library

- Loan periods vary per item and per owning library. If checking items out from Scott Township Public Library, all patrons will receive a receipt with the due date of each item borrowed. Due dates can also be found online via the "My Account" option. Go to the Library's home page: www.scottlibrary.org & click on "My Account".
- Most materials are automatically renewed 6 times given there are no outstanding holds for the title.

Renewing Materials

- Always have your library card number when renewing items.
- Materials cannot be renewed if there are holds on the item.
- If the item is already overdue you will need to contact an Allegheny County Library to renew it. Depending on the owning library, fees may continue to be added until the item is renewed or returned. Renewal is from the date renewed. It does not renew from the date the item was originally due.

Items may be **renewed** via these methods:

- The automated telephone process. Call 412-622-1895. The number is also printed on the bottom of the "Due Date Slip" which is given when the item is checked out.
- Online via the "My Account" option.
- In person at any library in Allegheny County.
- Calling any library in Allegheny County.

Returning Items

- Patrons are responsible for returning items by the due date of ALL borrowed materials. Please return materials as soon as you have finished them as others may be waiting to use them.

- Replacement fees for significantly overdue materials will automatically be billed to patron cards. Returning the items in good condition will remove the replacement fees.
- All items may be returned inside the Library by dropping them in the book return slot beneath the Circulation Desk or by placing them in our Drop Box located outside of the Library, by the lobby doors along the wall.
- All Library materials may also be returned to any library in Allegheny County regardless of where they were checked out.

Fee Notes:

- The loan period and late/extended use fees will vary based on the policies of the “owning” library.
- Cardholders with fees in excess of \$10.00 will not be allowed to borrow materials until the fee has been reduced to \$10.00 or less.

Disputing Fees and Charges

- If you wish to dispute fees or charges for Scott Township Public Library, you must fill out a form (available at the Circulation Desk) which will be reviewed by the Circulation Manager and/or Library Director.
- Disputed fees or fines for items borrowed from a library other than the Scott Township Public Library must be addressed with the owning library.

Claims Returned

- See CAG Best practice and/or refer to Circulation Manager

Confidentiality (under library responsibility)

- Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding. From Pennsylvania Statutes, Title 24 §4428
- Addresses, phone numbers or any other personal information from patron records will not be given out. Conversations either in person or on the telephone to anyone other than the patron, or to persons who cannot show their library card, and/or provide other identification information will be limited so that it does not reveal the content of items charged out, overdue, on hold or related to fees. *There are exceptions for LINKED patrons and noted Sierra records