

LEBANON COUNTY LIBRARIES

CIRCULATION (BORROWING & LENDING) POLICY

January 12, 2015

System Wide Lending Policies

Six independently-governed libraries are members of the Library System of Lebanon County. Through a cooperative library management system and delivery service member libraries share collection materials. To provide consistency for patrons and to protect the holdings of each library, the system and its members set forth common policies for lending library materials.

Reciprocal Borrowing

As a Library System of Lebanon County (LSLC) cardholder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them and are subject to all of the fines, rules, and regulations of the lending library.

Loan Periods and Terms of Loan

The libraries of Lebanon County lend materials in a variety of formats. The following terms of loan apply.

Item Format	Length of Loan	*Renewals	Late Fees
Audiobooks (CD, Cassette, Playaway)	21 days	2 (if no holds)	\$.25 per day
Books	21 days	2 (if no holds)	\$.25 per day
Downloadable eBooks and audiobooks (through Overdrive)	Selectable: 7, 14, or 21 days	1 (if no holds)	None
**Magazines	21 days (not current editions)	2 (if no holds)	\$.25 per day
Movies (DVD, Blu-Ray, VHS, Playaway View)	7 days	2 (if no holds)	\$1.00 per day
Music CDs	21 days	2 (if no holds)	\$.25 per day
Puppets	21 days	2 (if no holds)	\$.25 per day
Reading Packs	21 days	2 (if no holds)	\$1.00 per day
Interlibrary Loan (requests from libraries outside of county)	Varies by lending library	Varies by lending library	\$1.00 per day

* Patrons can not renew an item if another patron has placed a hold on the item. Patrons can not renew online if the item is late.

**Current editions of magazines do not circulate.

Borrowing Limits By Material

DVDs and audiobooks are limited to ten checkouts at a time.

Kits, reading packs and puppets are limited to two checkouts at a time.

Reference Materials

Reference materials marked “Does Not Circulate” may not be taken from the libraries. Some reference materials may be borrowed for one day with permission from the library director.

Renewals and Online Requests

Borrowers can renew most items a maximum of two times. Borrowers can not renew an item if another patron has placed a reserve or “hold” on the item. Library patrons can request and renew items:

1. Online at <http://catalog.lclibs.org/>
2. At any of the six county libraries
3. By telephone

Hold Notifications

When requested materials arrive, patrons will be notified by the library where they requested pickup. The length of time that each library retains held items for pickup varies. Patrons should check with their local library regarding the length of time items will be retained.

Late Fees

Lebanon County libraries have established a schedule of late fees for overdue materials. For most items, late fees are \$.25 per item per day. Late fees for movies, kits, and Playaway Views are \$1.00 per item per day.

Patrons with responsibility for overdue materials in any format are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the materials.

Patrons are responsible for returning materials by the due date. Signing up for email alerts and reminders does not absolve card holders of their responsibility to return items by the due date provided upon checkout.

Loss of Borrowing Privileges

Patrons that have late fees over \$5.00 are subject to loss of borrowing privileges and library computer use.

Lost and/or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. The following terms apply to lost and/or damaged materials.

1. Borrowers are responsible for replacement costs to the owning library of a lost or damaged item. Borrowers must settle these fees with the owning library.
2. Borrowers are responsible for any late fees that have accrued during the period that a lost and/or damaged beyond repair item was due back to the library and the date that the borrower contacts the library to settle the account.
3. Borrowers are responsible for a reprocessing fee of \$5.00 per item.
4. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

Interlibrary Loan Requests (out of county)

If a needed item is not located at a library within the county system, patrons may place an interlibrary loan request. Interlibrary loan requests must be placed by contacting the library. Items added to a library's collection within the previous six months cannot be requested through the Interlibrary Loan service.

Patron must be a Lebanon County resident and over 18 years of age to request items from libraries outside of Lebanon County.

Lending periods vary for items borrowed from outside the county. The lending library sets the due date. Items must be returned to one of the six Lebanon County libraries on or before the lending library's due date. Depending on the lending library's policy, there might be a charge for this service.

Patrons will be notified when materials arrive. Items will be held for one week. The library will charge patrons a postage fee to return the item if they do not pick up a requested item.

Video Borrowing Policy

Videos in a variety of formats (DVD, videocassette, blu-ray) are available for borrowing. Not all member libraries have all formats.

Patrons may borrow up to 10 videos (per patron per card) system-wide. Those videos must be returned before borrowing others.

Videos are loaned for seven days. There is a \$1.00 charge for each day a video is overdue.

Videos may be renewed twice for an additional seven days (per renewal), by telephone, in person or on the internet via your patron account. Videos cannot be renewed if another patron has placed a “hold” on that item.

Videos may be returned at any library in the system and may be returned using outside drop boxes.

All videos are inspected before being re-shelved. If a video appears damaged, please notify the library; do not attempt to use it.

If a video is damaged while on loan, the borrower will be charged for the replacement cost.

The library is not responsible for any damage that might occur to your video device player when using a video borrowed from the library.

Approved January 12, 2015 by Library Directors

Approved January 12, 2015 by Library System Board of Directors