

Policy

Circulation and Member Accounts

Approved by Board of Trustees: July 16, 2019

Last Updated: July 12, 2019

Last Review: July 12, 2019

Dauphin County Library System (The Library) issues library cards that entitles members to borrow circulating materials from its branches. The Library's goal is to provide its members with convenient and effective ways to use its collections.

Member Registration

To borrow materials and place reserves and interlibrary loan requests from The Library a person must register for a library card.

A free library card will be issued to any PA state resident. Applicants must present proper identification and complete and sign a library card application in which the applicant agrees to accept responsibility for all fines, fees, or charges incurred.

Each member may have only one library account.

A parent or guardian is responsible for all materials and charges on his/her minor child's card.

Minors (those persons under 18 years of age) must have a parent or guardian present proper identification and sign the application card to accept responsibility for that minor.

Emancipated Minors must present proper identification (including a court issued document stating that they are emancipated) when applying for a library card. The applicant must agree to accept responsibility for all fines, fees, or charges incurred.

Identification Required for Library Services

The Library reserves the right to request identification for the use of selected library services, including checkouts, computer use, and meeting room use. The Library may require supplemental or additional identification as deemed necessary.

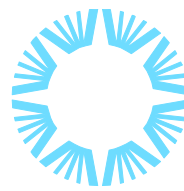
The Library card is the official identification card for all service. Alternate identification may be presented for some services and are limited to specified photo items such as driver's license or workplace, school, or military identification

Online services require the member to provide account number and pin.

Phone services require the member to verify three pieces of information in their record including name, address, phone number or date of birth.

PC Service Cards

PC Services Cards are issued for Internet use and online database access only. Any adult or juvenile, resident or non-resident, who does not have the appropriate identification to qualify for full library privileges can apply for these cards. These cards are free and are necessary to access the Internet from our libraries.



District and Interlibrary Loans

When materials are not owned by The Library, the library may request, on behalf of a member, to borrow an item from a district library. If the item is not available at a district library, staff will use the appropriate databases to pursue borrowing that item from a library outside the district. The Library will reciprocate by lending our materials to other libraries.

When The Library borrows materials from other libraries, the system will abide by the lending period and rules of the library that has loaned the material.

The Library members must establish a library account before they can request or check out interlibrary loan materials.

Renewal of Material

Most items from The Library may be renewed up to 5 times. Exceptions are listed under “Using the Library” on dcls.org.

Overdue Material

Members are responsible for returning library materials on time. The Library may charge fines for materials that are returned after their due date. The Library Board of Trustees sets all fines and fees.

Lost Library Materials

Members are responsible for the cost of replacing library materials that they have lost.

Damaged and Incomplete Materials

Members are responsible for the entire cost of replacing an item that has been damaged while in their possession.

Members are responsible for the cost of replacing an item for which the member has lost parts.

Members are responsible for the cost of replacing packaging that is damaged while in their possession.

Delinquent Member Account

Members are responsible for payment of all fines and fees charged to their accounts. The library has the right to revoke a member's borrowing privileges until fines and fees have been paid. A member account that has \$45.00 or more in fines and fees will be referred to collections.

Cost Recovery

The Library has the right to seek effective means of recovering library materials or their replacement value. It may become necessary to bring legal suit before a magistrate or other court of law. (Retention of Library Property after Notice to Return; 18 PA CSA ** 6708)

Millersburg School District Exemptions

Faculty and staff of the Millersburg School District may be exempted from fines and fees, if the material is for classroom use. Items borrowed for personal use will be subject to regular fines and fees. Exemptions can only be received at the Johnson Memorial Library and at no other location.