



Dauphin County Library System, Harrisburg, PA Circulation and Patron Account Policy

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

PATRON REGISTRATION

To borrow materials and place reserves and interlibrary loan requests from the Dauphin County Library System, a person must register for a library card.

A free library card will be issued to any PA resident residing or owning property in the service area of an Access PA library. (An Access PA library participates in the Statewide Library Card Program, which allows any Pennsylvanian who is a registered borrower in good standing at a participating public library to borrow from any other participating public library in the state.) 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 patron may have only one library account.

A parent or guardian is responsible for all materials and charges on his/her minor child's card. Library cards will not be issued to any person who is the guardian on an existing account in pre-collections or referred to a credit agency, nor will a card be issued to a minor if the responsible adult signing the card has an existing account in pre-collections or referred to a credit agency.

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.

CARDS FOR PATRONS WITHOUT A LIBRARY SERVICE AREA

Adults who do not reside or own property in the service area of an Access PA library may purchase a card for a fee. These cards can be used at any Dauphin County Library System location. If a patron chooses to renew the card, the fee is charged at each renewal.

Cards may be purchased for juvenile patrons if a parent or guardian signs the application, and the application bears the information from an acceptable form of identification. The same fee applies.

Materials checked out on these library cards cannot carry a due date that extends beyond the expiration date of the card.

IDENTIFICATION REQUIRED FOR LIBRARY SERVICES

The Dauphin County Library System 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 Dauphin County Library System 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 drivers license or workplace, school, or military identification

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

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

PC SERVICES CARD

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 or does not reside in the service area of an Access PA library 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 DCLS, the library may request, on behalf of a patron, 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. DCLS will reciprocate by lending our materials to other libraries.

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

DCLS patrons must establish a library account before they can request or check out interlibrary loan materials.

***** RENEWAL OF MATERIALS**

Most DCLS items may be renewed up to 5 times.

Exceptions:

1) Materials that are on hold for another patron may not be renewed 2). Books that are listed as "no holds, no renewals" 3) Items marked as "No holds, no renewals") 4) Discovery crates.

OVERDUE MATERIALS

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

LOST LIBRARY MATERIALS

Patrons are responsible for the cost of replacing library materials that they have lost, in addition to a processing fee.

DAMAGED AND INCOMPLETE MATERIALS

Patrons are responsible for the entire cost of replacing an item that has been damaged while in their possession, including cataloging and processing fees.

Patrons are responsible for the cost of replacing an item for which the patron has lost parts.

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

DELINQUENT PATRON ACCOUNT

Patrons are responsible for payment of all fines and fees charged to their accounts. The library has the right to revoke a patron's borrowing privileges until fines and fees have been paid. In addition, all cards associated with an account in pre-collections or referred to a credit agency will have borrowing privileges frozen. To be "associated" with an account means that the same adult is listed on all the accounts, whether as the patron or the responsible party. "Pre-collect" refers to accounts that have \$45.00 or more in fines and fees.

COST RECOVERY

Dauphin County Library System has the right to seek effective means of recovering library materials or their replacement value when items are long past due. It may become necessary to assign a patron account to a credit agency or 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 loan fees, such as DVD rental 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.

Approved May 17, 2005, Board of Trustees; Revised September 19, 2006

*****Revised December 18, 2012, Board of Trustees – item renewals**