

## **BCFLS CIRCULATION POLICY**

Revised 10/2001,3/2005, 1/2006, 3/2008, 5/2008, 9/2010, and 4/2013

### **REGISTRATION REQUIREMENTS:**

- Patron must present PA Driver's License (preferred) or ID with a current address.
- Library cards are free for Butler County residents and patrons with a valid Access PA sticker.
- A yearly fee of \$20.00 will be charged to Non- Butler County residents or patrons without a valid Access PA sticker.
- All registration forms must be signed by the responsible party.
- All patrons under age 18 must have a parent/guardian sign the card application.
- There is no age limit for obtaining a library card.
- The replacement card fee is \$2.50 per card.
- Only one registration per patron is allowed.

### **PATRON DATABASE:**

- When a patron is in the database and has a card with an existing barcode, it is to be used.
- When a patron is in the database and does not have a card with a barcode, their existing record is deleted and a new card is issued. A \$2.50 replacement fee will be charged.
- Patron records may not be deleted if fines or materials are attached to them.
- A batch delete of patrons with expired cards of five years or more will be conducted county-wide every January.

### **CIRCULATION:**

- Patrons must have a valid library card to check out materials. A patron may check out with a PA Driver's License or photo ID in lieu of a library card for up to three times per year. A notation will be made in the circulation comment field for each such use.
- Renewals for items that are not on hold may be placed online, by phone, or at any member BCFLS library.
- Subject limit will be at the discretion of the library director and dependent on demand and availability of library materials.
- Limit of 25 items per card.
- Material Class Codes, Patron Category Codes and Residence Codes may be changed only by the BCFLS System Administrator.

### **LOST MATERIALS:**

- Patrons will be charged the current retail cost for lost materials.

### **FINES:**

- All materials except videos and ILL's - 25 cents per day
- DVD's and ILL's - \$1.00 per day
- Readers and other devices – at the discretion of the library directors
- Maximum Fine – Retail cost or best estimate to replace
- Borrower privileges will be suspended when fines are \$5.00 or more
- Fines may be paid at any library. The receiving library retains all fine money.
- When a patron has been sent to the magistrate or police, **fines may not be accepted in any amount**. The patron must deal directly with the police or magistrate.
- Forgiveness of fines is at the discretion of the library directors with the exception of fines related to police or magistrate cases.

### **INTERLIBRARYLOAN:**

- A deposit can be collected at the director's discretion.
- Any ILL charges incurred from another library may be passed onto the patron.
- Only three ILL's can be requested at one time.
- If requested, a one-week renewal may be granted upon the approval of the lending library from which the material was sent.

### **LIABILITY STATEMENT:**

**The system libraries accept no responsibility for the loss of damage to patron's property or equipment as a result of the use of any library materials.**