

CIRCULATION POLICIES

Borrower/Circulation Policy

Pennsylvania residents may obtain a library card free of charge with a valid Pennsylvania driver's license or equivalent ID card. Minors under the age of 18 may be issued a library card with the signature of a parent or legal guardian **in good standing**. Membership card applications must be completed in person. Membership cards provide access to the public access computers.

An out-of-state adult may receive a library card with a valid driver's license or equivalent identification and with a \$25.00 deposit. This service charge will be refunded and mailed with the return of the card and the completion of the request form. With proof-of-ownership of Tioga County, PA property, the \$25.00 will be waived.

Lost or Stolen Library Cards

In the event the plastic library card is lost, damaged, or stolen, the card may be replaced for a \$2.00 fee. The original, blue paper cards are replaced at no charge.

Loan Period and Renewal

Books, audio books, VHS tapes, and CDs may be checked out for three weeks, with one renewal via telephone, online, or in person up to an item's due date. Back issues of magazines, some reference books, and DVDs circulate for one week, with one renewal. All renewals are dependent upon the items' availability. Privileges may be suspended with fines over \$10.00 and/or 10 overdue items.

Holds

Holds may be placed on all items via telephone, through a patron's online account, or in person. Patrons will be notified by email, text, or telephone. Items circulating for three weeks will be held at the desk for one week. DVD holds will only be held for two days.

Fines, Overdues, and Lost and Damaged Materials

A fine of \$1.00 per day will be charged for overdue DVDs. For all other overdue items, a fine of \$0.25 per day will be charged for each item. Overdue notices will be sent via email 7 days and 14 days after the due date, with a bill 21 days after the due date. Patrons with overdue items who do not have email will be called 14 days after the due date. An automatic bill will be generated and sent via the US Postal Service 21 days after the due date. Mailing fees will be added to the patrons' accounts. Patrons will be responsible for paying for damaged and/or lost materials, with an additional \$5.00 service charge per item. Failure to receive notices does not exempt patrons from the responsibility for payment for the library materials and/or overdue fines.

*Approved by The Green Free Library Board of Directors
June 15, 2014*

