

# Reading Public Library

## Library Services Policy

Revised and Approved 11/20/2023

### Borrowing Privileges & Responsibilities

1. All new Reading Public Library (RPL) patrons will receive a Welcome Card with limited borrowing privileges.

Valid photo identification and proof of current address are required to obtain a Library card. Accepted photo identification includes state issued ID/DL, passport, or school/business ID. If a PA State ID/DL is not provided as proof of current address, auto registration, recent utility bills, voter registration card, lease/rent agreement, and other similar documents will be accepted. Children's cards are issued to children (17 years and younger) with parent/guardian signature and identification. Children's accounts will be linked to the signing adult's account whenever an adult patron signs for a child to get a Library card. Teens in 9<sup>th</sup> to 12<sup>th</sup> grade and/or 14 to 17 years old with a photo or school ID are able to obtain a Welcome Card without a parent or guardian's signature.

A maximum of five (5) items may be borrowed at one time on a Welcome Card. Additional borrowing will be blocked if more than \$10 is owed or if the mailing address on record is not valid. The Welcome Card will convert to a full privilege card after six (6) months or fifty (50) items borrowed- whichever comes first. There must not be more than \$10 owed and the address must be correct

E-cards: This option allows patrons without the proof of residency required for a Welcome Card, or those who exceed the maximum amount of fines owed to RPL to access to digital materials and online services. E-cards are for people who live, work, or attend school in Reading and may only be used at RPL branches.

2. Library cardholders are asked to verify current address and telephone numbers every six (6) months when using their card. RPL should be notified of changes as they occur. Cards not used for seven (7) years may be invalidated.
3. If a card is lost, the cardholder must report it to RPL so the card can be invalidated. This will prevent use by someone other than the cardholder.
4. A Library cardholder may *not*
  - (a) let other people use his/her card.
  - (b) lend items checked out by him/her to other people.
  - (c) let someone else return items checked out to him/her.
  - (d) let someone else renew items for him/her.
5. A Library cardholder may grant permission for another patron to pick up his/her holds with signed consent by both parties. The adult signer of a child's card may pick up that child's holds. The child's card must be linked to the adult card. It is the cardholder's responsibility to notify RPL immediately if permission is rescinded.
6. All cardholders will be blocked from borrowing materials, opening any new card if the total amount of fines and fees for their account exceeds \$10 or if there is a balance owed from a previous year.
7. Adult accounts that have been linked to children's accounts will be blocked from borrowing materials or opening any new card if the total amount of fines and fees for all associated accounts exceeds \$10.

### Loans, Renewals, Fines, Overdue Materials, Lost Materials, Reserves

1. A Library card, or the photo ID that was used to register for the card, must be presented in order to check out materials. Normal loan periods are as follows:

Books	three (3) weeks
Audiobooks	three (3) weeks
Music CDs	three (3) weeks
DVDs	one (1) week
TV Series on DVD	three (3) weeks
Periodicals (or magazines)	three (3) weeks

Museum Passes	one (1) week
Items from the Library of Things	varies
Wi-Fi Hotspots/Tablets	four-six (4-6) weeks

2. With the exception of new items and Wi-Fi Hotspots and Tablets, materials may be renewed for two additional loan periods unless there is a waiting list for a particular item. Materials may also be renewed by phone or online.
3. Library cardholders are limited to 25 RPL items at any one time. These may be combined items. Exceptions are:
 

RPL CDs	five (5)
RPL DVDs	five (5)
RPL Audiobooks	five (5)
5. Notices will be mailed, emailed, or texted to Library cardholders for materials that are five (5) or more days overdue. A second notice will be sent for items that are fifteen (15) days overdue. Items that are thirty (30) days overdue are declared lost and a bill will be mailed to the patron's home.
6. Fines are imposed for overdue materials on certain items and may be charged on items from other Libraries. Overdue fines are calculated daily, whether or not RPL is open, and are imposed as follows with no grace period:

Interlibrary Loan Books	\$1.00 per day
Museum Passes	\$1.00 per day
Items from the Library of Things	\$1.00 per day
Wi-Fi Hotspots/Tablets	\$1.00 per day

Maximum fines per item are as follows:

Interlibrary Loan Items	\$15.00
Museum Passes	\$15.00
Items from the Library of Things	\$15.00
Wi-Fi Hotspots/Tablets	\$15.00

7. Lost materials will be billed at the original purchase price when known or at the following replacement costs.
 

Books	\$25.00
Juvenile Books	\$15.00
Paperbacks	\$ 4.00
Magazines	\$ 5.00
Audiobooks	\$20.00
Juvenile Sets	\$20.00
DVDs	\$20.00
CD Music	\$15.00
Government Documents	\$40.00
Interlibrary Loans	cost determined by lending library
Cases (DVD, CD, etc.)	\$ 5.00
CD/DVD Booklets	\$ 1.50
Barcode	\$ 1.00
Museum Passes	\$15.00
Items from the Library of Things	\$50.00

  - Lost materials fees will be refunded if materials are returned in good condition within sixty (60) days of payment.
  - Recovered lost or damaged items will immediately be discarded if moldy, infested, or in a condition that will jeopardize library staff or materials. Damaged materials that are not hazardous will discarded after ninety (90) days.
  - After paying all related fines and fees for a damaged or recovered lost item, a patron may request to keep the item if the request is within the ninety (90) day retention period.
  - Cleaning charges will be billed if any Library of Things item is returned unclean.
8. Reserves may be placed for up to twenty (20) items at any one time (ten (10) may be DVDs) and five (5) items on a Welcome Card. Reserves can be made with a valid Library card and in person at the Reference desk or by using

iPAC (Internet access.)

9. Patrons will be required to sign a waiver of indemnification in order to check out Library of Things materials, Wi-Fi Hotspots, and Tablets .

#### Intralibrary / Interlibrary Loans

1. Items that are not held at RPL but are available from one of the Berks County Public Libraries can be requested through Intralibrary Loan. A hold will be placed on items.
2. Materials listed on ACCESS PA may also be requested through Interlibrary Loan from Libraries within the state.
3. Materials may be requested from outside of Pennsylvania through Interlibrary loan, using WorldCat.

#### Confidentiality of Records

RPL is in compliance with the statutes of the Commonwealth of Pennsylvania with regard to confidentiality of records.

#### Policy History:

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