

Reading Public Library
Library Services Policy
Revised and Approved 12/16/2024

Borrowing Privileges & Responsibilities

1. All new Reading Public Library (RPL) patrons will receive a Limited 6 Month 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 (seventeen (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 9th to 12th grade and/or fourteen (14) to seventeen (17) years old with a photo ID or school ID are able to obtain a Limited 6 Month Card without a parent or guardian's signature.

A maximum of five (5) items may be borrowed at one time on a Limited 6 Month Card. Additional borrowing will be blocked if more than \$10 is owed or if the mailing address on record is not valid. The Limited 6 Month Card will convert to a full privilege card after six (6) months. There must not be more than \$10 owed, no money owed from a previous calendar, and the address must be correct

E-cards: This option allows patrons without the proof of residency required for a Limited 6 Month Card, or those who exceed the maximum amount of fines owed to RPL to access to most 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. Patrons should notify RPL of changes to address, phone number, or email as soon as they occur. Expired accounts will be deleted after five (5) years.
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 RPL 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 RPL 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 has been rescinded.
6. All cardholders will be blocked from borrowing materials or opening a 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 a new card if the total amount of fines and fees for all associated accounts exceeds \$10, or if any of those

accounts have balance from a previous year.

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	one (1) week
Wi-Fi Hotspots/Tablets	four-six (4-6) weeks

2. With the exception of items from the Library of Things, Museum Passes, Wi-Fi Hotspots, and Tablets, materials will be automatically renewed for two additional loan periods unless there is a waiting list for that particular item. Items from the Library of Things will be automatically renewed for one (1) lending period unless there is a waiting list for that particular item. -

3. Library cardholders are limited to fifty (50) items at any one time. These may be combined items. Exceptions are:

RPL CDs	ten (10)
RPL DVDs	ten (10)
RPL Audiobooks	ten (10)
Museum Passes	one (1)
Items from the Library of Things	one (1)

5. Notices will be sent via email, text, or phone call for materials that are five (5) 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, except for days when the library is closed, and are imposed as follows with a one (1) day 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	\$ 25.00
Museum Passes	\$ 10.00
Items from the Library of Things	\$ 10.00
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 material fees will be waived if materials are returned in good condition within sixty (60) days of billing. If a lost material fee is paid, no refund will be issued if the material is later found and returned. Recovered lost items will be discarded or re-cataloged after ninety (90) days.
 - 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 Limited 6 Month Card. Only one (1) Museum Pass may be reserved at one time. Reserves can be made with a valid Library Card and in person at the Reference desk or by using the Online Public Access Catalog (OPAC)
 9. Patrons will be required to sign a waiver of indemnification in order to check out items from the Library of Things, Wi-Fi Hotspots, and Tablets.
 10. Patrons must pick up and return Museum Passes at the owning library's circulation desk.

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. Items that are not held within the Berks County Public Library system that are available on ACCESS PA may be requested through Interlibrary Loan from Libraries within the state.

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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