Library Service Policy

Brandywine Community Library
Policy Updated: 2/26/26

Borrowing Privileges

Brandywine Community Library follows the policies and procedures established by the Berks County Public Library System Borrowing Policies.

Adult cards are issued to persons 18 years of age and older; patrons must register and show proof of permanent address. Acceptable forms of identification include driver's license, auto registration, recent utility bill, etc. Juvenile cards are issued to children 17 years of age and younger; parent or legal guardian must show proof of legal address as listed above and sign the registration form.

Cards are valid for use at all Berks County Public Libraries (BCPL) and Reading Public Library. Non-public library members include Reading Area Community College.

Books may be returned at any Berks County Public Libraries member location.

Borrowers are responsible for all materials borrowed. Borrowers are obligated to pay for lost or damaged materials.

Borrowing and computer use privileges will be revoked when fines/fees and/or lost book charges exceed $10.00. Privileges will also be revoked if there are 3 claims returned items on a patron’s record.

Fines and other Charges

Brandywine Community Library no longer charges fines for overdue items. Items not part of Brandywine Community Library’s Fine Free program include, Library of Things, Access PA interlibrary loans, museum and zoo passes. All fines are calculated by calendar day.

Damaged and lost items are charged at replacement value. Replacement value is determined through B&T TitleSource II or equivalent, average replacement cost, or through other replacement method at the discretion of the librarian. The charge for a lost or unusable video case is $5.00. If a new cover is required in addition to the case, a charge of $10.00 may be levied. Refunds are not given once lost items are paid for.

Loan Period, Renewal, and Reserves

All circulating materials may be checked out for three weeks, except DVDs, museum/zoo passes and Library of Things, which may be checked out for one week.

Reference materials, the local history collection and the current month periodicals are for in-library use only.

All materials except new materials, board games, books on the Reading Olympics list, museum/zoo passes and Library of Things, may be renewed twice, unless they are on reserve for another patron. Renewals may be made in person, by phone, or online. Borrowers are encouraged to renew online.

There is a maximum borrowing limit of 50 total items.

Reserve materials will be held for 8 days.

Video game lending policies limit borrowers to two games per card checked out at a time, a three-week lending period, with no renewals. All games must be picked up and returned to Brandywine Community Library.

Interlibrary Loan Policy (ILL)

The library follows the guidelines set out in the Pennsylvania Interlibrary Loan Code and in the copyright law (PL 94-553).

A patron may request up to 10 ILL items at one time. Patrons are encouraged to place their own holds on the PAC terminal or through IPAC. They may submit their requests for holds to the staff if they prefer. Phone and email reserves are also permitted.

ILL due dates and renewals depend on the policies of the lending library.

No more than five photocopies per year of articles published in a particular journal in the past five years will be requested.

Confidentiality of Records

Confidentiality of patron records is maintained as required by PA State law.

Confidentiality can only be breached in the case of another person picking up reserves (holds) for someone else. They can do this three ways:

1. Patron Permission Forms - Patrons are required to sign a waiver if they wish to allow other people to pick up their reserved items. They indicate on the form the person(s) they give permission to.

2. Call to let us know that someone else will pick up the patron's reserved items.
3. Present the other person's library card when picking up items for them, implying permission.

Material Access Policy

All materials are available to adults and children. Parents are responsible for determining what is appropriate for their children.

Gifts

The library's policy on gifts is stated in the collection development policy.

Displays, Exhibits, Bulletin Board Restrictions

The library's policy on displays, exhibits and bulletin board restrictions is stated in the Brandywine Community Library Display Policy.

Equipment Use and Charges

The library follows the "Policy on Internet Access for Berks County Public Libraries". Additions to the policy are noted in the Brandywine Community Library Internet Policy.

Photocopying and copies from the printers are available to patrons for $.25 per side. Color printouts on computer printers are $.50 per side.

The facsimile machine is available to the public to send and receive faxes as a community service. The charge for sending a fax is $2.00 for the first page and $.25 for each additional page. The charge for receiving a fax is $.25 per page.

The telephone may be used free of charge by patrons for local calls of short duration for emergency situations.

Computer use is not limited but could be if someone is waiting.

Payment of fines and fees

Cash or checks are accepted as payment for fines and fees. The fee for checks returned for insufficient funds or closed account is $35.00.