

## Spring Township Library Association Service Policies

The libraries of the Township of Spring offer a wide selection of resources to meet our community's informational and recreational needs. We encourage children to develop an interest in reading and learning through services to children and to parents and children together.

### **How to obtain a library card**

Identification showing name and current address is required to obtain a 3 year library card. Children's cards are issued to resident children (17 years and younger) with parental signature and identification. Parent and child must be present to obtain card. A juvenile card will be linked to the library card account of the signing adult. Adults registering on behalf of a minor child must apply for a library card if an account is not already opened.

Non-residents of Pennsylvania or PA residents who reside outside of Berks county and do not hold a library card from either their home library or the state library of PA, may be issued a 1 year library card upon providing identification showing name and current address. This card allows the cardholder to borrow physical materials at any BCPL member library.

### **Borrower card terms**

A borrower card is valid until it expires. If a borrower card is not used for 3 years it expires and can be revalidated by library staff. Borrower card records are purged after 7 years of non-use, if there are no fees or fines. Borrower cards with fees or fines are never purged.

### **Using your library card**

You must have your library card with you to check out materials or provide photo identification if you have temporarily misplaced your card. Parents must be present for children who don't have proper identification. Up to fifty items may be borrowed on each library card that is in good standing with no outstanding fines or fees of more than \$10.00 from the current year or any fines and fees from previous years. Lost or damaged materials are billed to the library cardholder at replacement cost. Parents/guardians are financially responsible for any charges accrued by minors in their care.

### **Suspended Borrowing/Renewal Privileges**

Borrowing and renewal privileges may be denied to any patron who has: unpaid fines or fees exceeding \$10.00 for the current year or any fines and fees from previous years. All fines and fees must be paid **in full** by the end of each calendar year before items may be borrowed in a new calendar year. Payment plans may be available on an individual basis.

### **If you lose your library card**

Library cardholders may call us by phone to invalidate a lost library card and prevent others from using it. Photo-identification must be presented at time of replacement.

### **Library card security**

All records are kept in strictest confidence as required by law. Be careful not to let other people use your library card, use items checked out on your library card or return items that are checked out on your library card. You are financially responsible for everything that is checked out on your library card.

### **Changes of address**

Let us know if you have changed information on your library card registration especially if your address and phone numbers have changed. Patrons must bring in identification that shows the change so that the library can update its records. Acceptable identification includes, but is not limited to, a change of address card from the Pennsylvania Department of Transportation, your check book, a utility bill or car insurance bill.

### **Lending Policies**

The duration for lending Library materials are as follows:

Books	3 weeks	Music CDs	3 weeks
Books on CD	3 weeks	DVDs/Blu-rays, Museum/Zoo Passes	1 week
Library of Things	3 weeks	DVD/Blu-ray sets of 3 discs or more	3 weeks
Playaways	3 weeks	Magazines	3 weeks

## **Renewing library items**

Items may be renewed unless there is a waiting list and before the item is checked back in, regular items are renewable twice. Library cardholders may renew library materials over the phone or online at: <https://www.berkslibraries.org/branch/spring-township> and <https://www.berkslibraries.org/branch/west-lawn-wyomissing-hills> Users need their library card numbers to access their accounts online.

## **Placing a hold (or reserving an item):**

Up to twenty holds (or reserves) can be placed on a 1 year or a 3 year library card at one time. Other library card types are available under special circumstances. Consult the BCPL Borrowing Policies. You may place holds with your library card using the Online Card Catalog or ask for help at the Circulation Desk. This catalog is available via the Internet at: <https://www.berkslibraries.org/branch/spring-township> and <https://www.berkslibraries.org/branch/west-lawn-wyomissing-hills>

## **Overdue fines**

Cardholders are responsible for returning borrowed items by the due date. Although there are no fines imposed on standard library materials, daily fines are imposed on overdue special materials such as Museum Passes, Library of Things items and Inter-Library Loan items at a rate of \$1.00 per day.

## **Maximum fines per item:**

Museum Passes, Library of Things items and Inter-Library Loan items \$25.00.

## **Overdue notices and procedures:**

Notices will be sent for overdue materials. After overdue notices have been attempted, unreturned items may be pursued via either a collection agency or district magistrate's court. In either case, all fees and costs will be charged against the borrower.

## **Damaged items:**

A fee to repair or replace damaged items is charged.

**Lost materials:**

Lost materials will be billed at replacement cost when known to the system or calculated to approximate average replacement costs.

Lost materials fees are waived if materials are returned within 30 days of due date. Lost materials remain the property of the library. Payment of the lost materials fee does not transfer title of the lost material to the payee.

**Checks Returned for Insufficient Funds:**

If a check used to pay fines, fees or lost items is returned due to insufficient funds, the original fines, fees or lost item costs will be re-added to the patrons account. A \$10 insufficient fund processing fee will also be added to the patrons account. Payment of these charges must be made in cash.