



Franklin County LIBRARIES

Library Card & Borrower Policy

Library Card Policy:

A Library card is issued to an individual who is responsible for:

- Returning Library materials in good condition by the due date.
- Paying fees associated with the cardholder's account as described in this policy.
- Paying fees for replacement costs of lost or damaged items.
- Notifying the library of changes in name, address, phone number, or e-mail address and immediately reporting a lost or stolen card.

Parents or guardians of cardholders under the age of 17 are responsible for the above. Only the person issued the library card may check out materials and use the Internet with that library card.

Adult cards are issued to persons 17 years of age or older. Patrons must register in person and show photo identification. If your photo ID does not include your current address, you must present another document to verify your address, such as a utility bill or mail addressed to you postmarked within the last 30 days, an imprinted check or deposit slip, or a voter registration card.

Juvenile cards are issued to children 16 years or younger. A parent or legal guardian must show proof of identification as listed above and must sign the registration form. The child must be present to receive their library card.

Customers, age 13-16, who do not have a responsible party present, may have a temporary card with limited loan privileges issued until the parent/guardian is able to visit the library to sign.

Temporary library cards are also available if identification and/or proof of permanent address is not available at time of registration. A temporary library card limits the patron to checking out 3 total items at a time but they still have access to the computers and online resources. Temporary library cards can be changed to adult or juvenile library cards once identification and proof of permanent address is shown.

E-cards are for those who cannot make it into the library but would like access to the library's online resources. Fill out the online registration form and within 24 hours you will receive an email with your library card number and PIN.

All library cards require re-registration every year to continue to check out items in the library and online. This way we know you are actively using the library's resources and we verify none of your contact information has changed. You can re-register by calling, emailing, or stopping by one of our libraries.

Library cards are free for all Pennsylvania and Washington County, MD, residents. If the new borrower lives outside of Franklin County, we request that they show their home library card showing an AccessPA sticker. Library cards are available for those who live in other states for a \$5 per year cost to be paid when you first get your card and then \$5 each year at re-registration.

It costs \$1 to replace a lost library card.

Borrower Policy:

Item	How Long?	How Many?	Replacement Cost
Reserved Books	2 weeks	10	Cost of item + \$5
Print Books (3/subject in non-fiction)	4 weeks	75	Cost of item + \$5
Periodicals	2 weeks	5	Cost of item + \$5
Audio Books	4 weeks	20	Cost of item + \$5
2 Day Videos ADULTS ONLY	2 days	5 (total all videos)	Cost of item + \$5
2 Week Videos ADULTS ONLY	2 weeks	5 (total all videos)	Cost of item + \$5
Music CDs	2 weeks	5	Cost of item + \$5
Playaway Devices	2 weeks	3	Cost of item + \$5
CART Media Kits	2 weeks	1	Cost of item + \$5
Overdrive/Libby Books	1-3 weeks	5	N/A

Total number of allowable items borrowed at one time: 100

Fines & Replacement Costs:

In the past, when items were overdue, the libraries added an overdue fine amount per day per item. The total fine would be accrued until the items were returned. If the patron did not return the item or informed us that the item was lost, we would charge the patron the replacement cost of the item plus \$5.00.

Starting December 21, 2020 we are no longer charging fines for overdue items.

We understand that life gets busy and you aren't able to get to the library to return your items in time. Yet we still expect you to return your items within reason. If items are not brought back within 3 months from the due date, the items on your account will be marked as lost and the replacement cost plus \$5.00 will be added per item to your account. You will be blocked from using library services if you have lost items \$10.00 or more. Library staff are able to set up payment plans if the borrower is not able to get their balance under \$10.00. We will set the borrower to temporary library card restrictions for the duration of the payment plan.

Overdue Notices:

We will do our best to contact you by either phone or email before your items are due. This will allow you time to inform us if you need to renew. We send out notifications of overdue items by either letter or email. Letters are mailed when the item is more than 1 month overdue, and again when the items have been marked lost. If we have an email on your account, emails will be sent 3 days before the item is due, 1 week overdue, and 2 weeks overdue. All notices are a courtesy and should not be relied upon as reminders of item due dates. We have no control over email and the postal system once it leaves our system. Please add the fclspa.org domain to your safe list so that our email notices do not go into your junk folder and keep your addresses up to date for any mailings. If you do not have an email address make sure to keep a phone number up to date on your account to allow us to call you when items are due.

Renewals:

A patron may renew materials two times in-person, by phone, or online, provided that the items are not on reserve.

Reserves:

Materials within the collection that have been checked out by another patron or are on the shelf at another library within the county may be placed on reserve. When the item is available, you will receive a phone call or email notifying you that the requested item is being held for you for five days.

Book Drops:

All materials may be returned at the book drops outside all FCLS libraries.

Bookmobile Loans:

All items checked out on the Bookmobile and Book Buggy are due back within 60 days and will have only one renewal.

Policy on Confidentiality of Personal Information in Borrowers' Records

Act 90, which was enacted on June 27, 1984, amended the Pennsylvania Library Code, Title 24, Consolidated Statutes, Chapter 16, Section 428, as follows:

Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

Unfortunately for parents and guardians, legal council overwhelmingly indicates that Act 90 applies equally to library borrowers of all ages, thus protecting the privacy of children's borrowing records. The law was deemed applicable to parents and children to protect some juveniles from parental abuse that may ensue from their selection of library materials. Act 90 also protects all borrowers from disclosure of their library records without due process of law.

The library system realizes that under certain circumstances this presents a roadblock for parents simply trying to return children's materials on time. We encourage parents to take an active role in their children's book selection by visiting the library with them and sharing their reading experiences.

- A borrower may request a list of the books that are checked out on his/her card or set up a PIN in the circulation system enabling him/her to check his/her personal borrowing record online.

- Some parents elect to wait until a child is mature enough to oversee his/her borrowing habits before signing for a personal card.

We apologize for any inconvenience this policy may cause, but must abide by the law for the protection of all juveniles. Approved by FCLS Board on Tuesday, July 21, 2020.