



Blossburg Memorial Library Borrower/Circulation Policy

The communities of Blossburg Borough, Bloss, Hamilton, Ward, Putnam, and Covington townships are part of the Blossburg Memorial Library service area. The residents in our service area may obtain a library card free of charge with a Pennsylvania driver's license or photo ID card with their current address (or other appropriate proof of address). Minors under the age of 18 may be issued a library card with the signature of a parent or guardian and the aforementioned ID of the parent or guardian.

Pennsylvania residents outside the Blossburg Memorial Library service area are also eligible for a library card with a Pennsylvania driver's license or photo ID card.

Card holder must be present to check out items on their account.

The library does not restrict borrowing of materials by minors; it is the responsibility of a parent or guardian to monitor and determine what is appropriate. Note that DVDs/Blue-Rays cannot be checked out on a juvenile account.

DVDs/Blue-Rays

- Only patrons with an adult card can check out DVDs/Blue-Rays.
- Any combination of three DVDs or Blue-Rays may be checked out per person, six max per household. Older DVDs may be checked out for 7 days and are free to check out. New DVDs may be checked out for two days and cost \$1.00 to check out.

Lost or Stolen Library Cards

In the event that a library card is lost or stolen, the card may be replaced for a charge of \$2.00. Please contact the library to alert us of the situation.

Loan Period and Renewal

- Books, audio books, magazines, Discovery Packs, electronic devices circulate for 14 days.
- DVDs circulate for 7 days; DVDs with a "New" sticker are available to rent for 2 days at a cost of \$1.00.
- No more than 3 DVDs may be checked out per person; 6 total per household.
- Items that are overdue may not be renewed.
- Items that are on reserve may not be renewed.
- Renewals may be made by phone, computer, or in person.
- DVDs and electronic materials may be renewed one time. Books, audio books, magazines and Discovery Packs may be renewed two times.
- Some reference materials may be allowed to circulate upon special request.

Reserves

- Reserves may be made by phone, computer, or in person.
- Patrons will be called twice regarding reserved items. Reserves not picked up after the second call will be cancelled.

Fines and Overdue Materials

- Books, audio books and Discovery packs will incur a fine of 15¢ per day per item.
- DVDs and electronic devices will incur a fine of \$1.00 per item per day.
- Borrowing privileges will be suspended if a patron has accumulated a fine of \$5.00 or more. Patrons may speak with the library director to work out a payment plan if necessary.
- Patrons may be called or notices may be mailed for overdue items.
- Patrons who do not return overdue materials after the second notice may receive a bill for the outstanding items.
- Patrons who fail to return overdue materials after the third notice may be turned over to the District Justice.
- Patrons will be charged for the cost of replacing lost or damaged items *plus* a \$5.00 processing fee which will cover any overdue fines for that item.

Failure to abide by the above policy may result in the loss of borrowing privileges. Borrowing privileges may be revoked or restricted on a case-by-case basis by staff.

Approved by the Blossburg Memorial Library Board of Trustees January 15, 2019