

Mt. Lebanon Public Library Policy No. 21

Lending Policy

MT. LEBANON PUBLIC LIBRARY

POLICY NUMBER: 21

TITLE: Lending Policy

DATE ISSUED: June 15, 2021

REPLACES: Previous Policy No. 21, June 14, 1997, September 19, 2002,  
August 26, 2009, September 15, 2015

PURPOSE: To set guidelines for lending of Library materials to encourage  
the greatest use of materials by the largest number of Library users.

REFERENCES: Access Pennsylvania Statewide Library Card Program  
Guidelines;

ALA Code of Ethics; ALA Library Bill of Rights; Mt. Lebanon Public Library Policy  
27, Confidentiality of Library Records

STATEMENT OF POLICY:

A Library card permits the borrowing of Library materials (physical or digital),  
which are public property, including valuable and expensive material, that must  
be returned. Library users are responsible for all Library property charged out on  
their cards. Parents or legal guardians are responsible for materials charged out  
to minor (under the age of 18) children. According to Pennsylvania Law, failure to  
return Library property after notice to return is a crime (18 Pa. Cons. Stat. Sec.  
6708) as are Library theft (18 Pa. Cons. Stat. Sec. 3929.1) and willful damaging  
of Library property (24 Pa. Cons. Stat. Sec. 4427).

1. LIBRARY REGISTRATION

1.1. Borrowers must be currently registered to borrow materials from the  
Library.

1.2. Library cards are issued free of charge to any resident of Allegheny  
County. There are no age restrictions on cards, although children under the age  
of 18 must have a parent or legal guardian sign the application.

1.3. Library users may have only one card at a time. If a card is lost, a  
replacement card may be issued for a fee.

1.4. Cards are issued to individuals only. The Library will work with schools and  
local groups, but responsibility for borrowed materials rests with individual  
borrowers.

1.5. Cards are not issued to third parties, but applications may be distributed and  
collected by teachers or other authorized persons responsible for groups. The  
Library will issue the card to the applicant when he or she visits the Library.

1.6. Registration is valid for 2 years.

1.7. Applicants must sign the Library card application and the Library card. This acknowledges that they accept responsibility for all materials borrowed on their cards. Parents or legal guardians who endorse a child's Library card application accept responsibility for all materials charged out to that card.

1.8. Cards are not transferable.

## 2. PROOF OF RESIDENCY

2.1. Applicants must prove their identity and their residency. Proof of residency can include driver's license, utility bill, rent receipt, school report card or tax receipt. A photographic I.D. card is preferred, but other forms of identification may be accepted.

2.2. In the event an applicant does not have proper identification, his or her card will be held until identification is produced. The Library staff may permit applicants without sufficient identification to borrow 2 items.

## 3. NON-RESIDENTS

3.1. Non-residents who have valid cards from Libraries participating in Access Pennsylvania as well as all Allegheny County residents are eligible to obtain a Mt. Lebanon Public Library card free of charge. All other non-residents, with exceptions specified in 3.2, 3.3, and 3.4 may purchase a non-resident Library card valid for one year.

3.2. Employees of the municipality and school district who live in counties other than Allegheny and whose home Libraries do not participate in the Access Pennsylvania program are eligible to receive a Mt. Lebanon Public Library card valid for one year free of charge. Proof of employment must be furnished.

3.3. Non-residents who pay Mt. Lebanon taxes but who live in counties other than Allegheny AND whose home libraries do not participate in the Access Pennsylvania program are eligible to receive a Mt. Lebanon Public Library card, free of charge, valid for one year upon presentation of current tax receipts.

3.4. Temporary residents (adults 18 years of age or older) who are residing in Mt. Lebanon for a minimum of three weeks at a time may be given Mt. Lebanon Public Library cards for the duration of their temporary residency. Proof of such residency must be furnished. Temporary resident library cards will expire one week after the temporary residency ends and may not be renewed.

#### 4. RESPONSIBILITIES OF BORROWERS

4.1. Borrowers need to take care of Library materials borrowed on their cards. Library materials are community property and need to be protected from damage and theft. If materials are lost or damaged beyond repair, the Library may charge the user the replacement cost of the items.

4.2. Borrowers are responsible for returning Library materials on time so that others may use them.

4.3. It is the responsibility of the borrower to notify the Library regarding name, address or telephone changes.

4.4. Borrowers are responsible for paying fees associated with lost and/or damaged books and other Library materials. Failure to pay for lost and/or damaged Library materials may result in loss of borrowing privileges and/or legal action.

#### 5. RESPONSIBILITIES OF THE LIBRARY

5.1. The Library will regularly review its lending rules and procedures to insure the greatest access to its collection by the greatest number of people. A copy of current rules and procedures will be available in the Library.

5.2. Overdue notification is by email for patrons with a valid email address or by automated phone message if no email address is listed. This is a courtesy.

5.3. The first overdue notice is 7 to 14 days from the due date.

5.4. The second overdue notice is 21 to 28 days from the due date.

5.5. Bills for overdue or lost items mailed after 42 days. Bills include a processing fee.

5.6. Patrons with items 65 days overdue are automatically reported to a collection agency. A late fee is added to the delinquent account.

5.7. The Library will maintain accurate records of overdue materials and fees. Records are eliminated after problems are resolved.

5.8. The Library considers all records relating to patron registration and the subsequent use of and circulation by patrons of materials provided by the Library to be confidential. (Reference: Policy #27, Confidentiality)