

System Wide Circulation Policies for “One Card”

Home Library: The patron will designate their home library. Home library is not necessarily defined by residency.

Circulation

- Library cards
 - Anyone who lives, works or goes to school in Bradford County may apply for a library card. Library patrons under the age of 18 will have to have a parent’s signature on their library card and parent must show identification. Out of state patrons (defined as a patron who cannot show some form of ID with a Pennsylvania address) may be charged \$10 per card annually per local library discretion.
 - 0 to 18 – “Junior Card” – Must have parent’s signature on library card.
 - 18 and older – Must have signature on library card.
 - Family members who share the same address will be linked in the system. If an adult child (18 or over) lives in the family household, they will not be linked.
 - Library cards expire in one year.
 - Charge for lost library cards: \$2.00 is a suggested price.
 - Library cards must be presented at time of checkout. Individual libraries use your own discretion when it’s your own patron.
 - Changes to patron records can only be done at the home library: ex.: change address, phone number, (This is an Apollo requirement)
- Loan periods
 - 2 weeks with 2 renewals for books, magazines, audiobooks.
 - No renewals on items with holds.
 - 1 week with 2 renewals for DVDs
- Limit on number of items:
 - Total 50 items – not 50 items each library.
 - DVDs: 5 total per household (per address).
- Holds/Reserves
 - Patrons will only be able to place holds on materials from their “home” library. (This is an Apollo requirement)
 - Requests for materials can be placed at other libraries but not for items that are on hold. It will be up to the local library to decide if

an item will be checked out to a patron from another library. (Per Apollo)

- Holds and reserves may be placed from home computers as well as inside the library. Patrons will be notified by email or telephone when their items are available for checkout. Reserved items must be picked up within one week (7 days) or they will be put back on the shelf or in the queue for the next patron.

- Catalog

- Each library offers their own catalog and the ability to check other libraries' catalogs in the county. Each library's catalog will be linked from their web sites.
- Electronic subscription databases may be accessed through the home library's web site at home or from within any library in the system.

- Fines

- Books, magazines and audiobooks: 25 cents per day per item
- DVDs: 1.00 per day per item.
- Due dates may be extended at the discretion of the lending library to accommodate patrons who are away (vacation, hospitalization, etc.). Due dates will not be extended for items on hold. Local libraries determine if they want courtesy patrons (board members, staff, VIP's) and have an extended due date for that member type.
- There will be a 1 day grace period for all items.
- Patrons should contact the lending library if they have a fine or overdue item.
- Patrons may continue to check out at any of the county's libraries until a fine threshold of \$10.00 has been reached. At that point, the patron must go back to the library in which the fine originated to get back in good standing.
- There will be a \$7.50 processing fee added to the replacement cost of lost books. Each library has the option to add charges. (An example might be if a certified letter had to be sent, a fee could be added for it.)
- Refunds will be left to local policy.

Items may be returned to any participating library in the county.