

WARREN LIBRARY ASSOCIATION
BORROWING FROM WARREN LIBRARY ASSOCIATION
POLICY MEMORANDUM
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In conformance with The Library Code Act of June 14, 1961, P.L. 324, as amended, and 18 PA CSA 6708:

Any resident of Warren County shall be entitled to borrow materials from the Library by signing the proper application and presenting the borrower's card authorized and issued by the Association.

Non-resident is defined as not domiciled in Warren County.

Paid patrons, persons residing outside Warren County and not qualifying for ACCESS PA Statewide Card Service, who wish to have borrowing privileges from Warren Library Association (the "Library") will be granted a one-year privilege upon payment of a \$12.00 fee.

Each borrower is responsible for all material drawn on their card. Damaged materials or materials not returned after 30 days will be billed with replacement charges and processing fees.

Removal of material from the Library without the consent of the Library is theft, punishable by fine and imprisonment.

Borrower in good standing:

In order to make use of the services and facilities of the Library, a "borrower in good standing" should:

- A. Be registered, with a current resident address and an unexpired borrower's card.
- B. Abide by all Library policies concerning the use of any Library material, equipment or facilities.

Status of "borrower in good standing" may be revoked if patron accrues outstanding bills for lost, damaged, or unreturned materials.

Loan Period

In order to make materials available to all persons on an equal basis, the following applies for the circulation of materials.

- A. The loan period for most circulating materials is two (2) weeks.
- B. The loan period for interlibrary loan materials varies and is determined by the lending library.

Renewals

Eligible items may be renewed twice for a period of two weeks each provided:

- A. No other patron has reserved the item.
- B. The item has not already been renewed twice.
- C. The cardholder does not have processing fees and/or replacement charges on their account.

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Interlibrary Loan materials are only granted renewal when the lending library agrees to their renewal.

Unreturned Materials

When Library materials are kept past the due date, the Library will initiate action with a reminder that materials are late, and will continue action until the items are billed for replacement with processing fees. The usual action will be:

- A. A late notice is sent 10 days after the item due date.
- B. A second late notice is generated three weeks after the item due date and a phone call will be made to the patron letting them know their items are 21 days overdue and advise them if they do not return them before 30 days overdue, their account will be billed for replacement and non-refundable processing costs.
- C. If materials are not returned within 30 days of the due date, a bill for replacement costs and non-refundable processing fees will be mailed.

Reserves or Holds

This service allows borrowers to reserve a copy of an item.

- A. Borrowers will be notified by telephone or mail when the material becomes available. Material will be held for one week after notification.
- B. Reserves must be picked up by the patron requesting the items, or by a family member/caretaker presenting the requesting patron's card.

Adopted by
Warren Library Association
Board of Directors
December 18, 1986
Revised April 15, 1996
Revised May 20, 1996
Revised November 18, 2002
Revised November 15, 2010
Revised December 12, 2023
Revised August 19, 2024