

Authority: This policy is established pursuant to *The Library Code Act of June 14, 1961, P.L. 324, as amended*, and 18 PA CSA 6708.

A. Purpose

The purpose of this policy is to define eligibility, responsibilities, and procedures governing the borrowing of materials from the Warren Library Association (“the Library”). This policy ensures equitable access to Library resources while protecting the integrity of the Library’s collection.

B. Eligibility for Borrowing

Resident Borrowers:

Residents of Warren County are entitled to borrow materials upon:

- Completing the Library’s borrower application and presenting valid proof of address, and
- Presenting a valid borrower’s card issued by the Library.

Non-Residents

A non-resident is defined as any individual not domiciled in Warren County.

Paid Patrons (Non-Residents without ACCESS PA Eligibility)

Individuals residing outside Warren County who do not qualify for ACCESS PA Statewide Card Service may obtain borrowing privileges by paying a \$12.00 annual fee, granting one year of borrowing access.

C. Borrower Responsibilities

Each borrower is responsible for all materials checked out on their card.

- Damaged materials or items not returned within 30 days of the due date will be billed at replacement cost plus non-refundable processing fees.
- Removal of Library materials without authorization constitutes theft, subject to penalties under applicable law.

D. Borrower in Good Standing

To maintain “borrower in good standing” status, patrons must:

- A. Maintain a current registration with an up-to-date residential address and an unexpired borrower’s card.
- B. Comply with all Library policies governing the use of materials, equipment, and facilities.

Revocation: Borrower status may be revoked if a patron accrues outstanding charges for lost, damaged, or unreturned materials.

E. Loan Periods

To ensure equitable access to Library materials:

- A. Most circulating materials have a two-week loan period.

- B. Interlibrary loan (ILL) materials follow the loan period established by the lending library.

F. Renewals

Eligible items may be automatically renewed twice, each for an additional two-week period, provided:

- A. No other patron has placed a hold on the item.
- B. The item has not already been renewed twice.
- C. The borrower's account has no outstanding processing fees or replacement charges.

Interlibrary Loan Renewals: ILL materials may only be renewed with the approval of the lending library.

G. Unreturned Materials

The Library will follow the process below when materials are overdue:

- A. **14 days overdue:** A late notice is generated and the patron is contacted by phone.
- B. **21 days overdue:** A second late notice is generated and the patron is contacted by phone. The patron is advised that failure to return items before 30 days overdue will result in billing.
- C. **30 days overdue:** A bill for replacement cost and non-refundable processing fees is mailed.

H. Holds

Patrons may place holds on Library materials.

- A. Patrons will be notified by telephone or mail when the item becomes available. Items will be held for one week after notification.
- B. Reserved materials must be picked up by the requesting patron or by a family member/caretaker presenting the patron's card.

I. Reference Materials

Reference Room and Special Collections/Pennsylvania Room materials do not circulate outside the Reference Room or the Warren Public Library building. Exceptions may be granted only in rare circumstances and must receive prior authorization from the Reference and Adult Services Librarian. When an exception is approved, the material will be issued exclusively through the Reference Department.