

C.C. Mellor Memorial Library

Circulation Policy

Approved by the Board of Trustees: 2019

Circulation Policy

- All items except Chromebook bundles and hotspots will have a 3 week circulation period. Chromebook bundles and hotspots will have a 1 week circulation period.
- All items except Chromebook bundles and hotspots will have the option for 2 renewals. Chromebook bundles and hotspots will have 0 renewals.
- All items except Chromebook bundles and hotspots will be automatically renewed when the courtesy notice is sent, if they are eligible for renewal (i.e. no one has a hold on it, it has not already been renewed over the limit). Chromebook bundles and hotspots are not eligible for renewal.
- All items have no overdue fees.
- There will be no limit to the number of items of any type that patrons can check out.
- Patrons will be billed for an item that is not returned to the library. A bill is created 6 weeks after final due date.

Replacement Items

- If a patron has more than \$50.00 in replacement fees on their card outstanding for 3 months, then that bill will be sent on to a collection agency. The collection agency will attempt to get the item back for up to 1 year from the due date. The collection agency does not report these collections to any credit scoring agency.
- If a patron would like to purchase the same item for our collection in lieu of paying the bill, they must get the OK from a professional staff member to do so. (It is possible that we would prefer to replace the item with an updated item that is similar instead of the same exact thing.) Replacement items must be new and in good condition, and in the same format as the original.

Library cards

- All residents of Pennsylvania are eligible for a library card.
- Patrons can get a library card in the library with a photo ID.
- Borrowing privileges are temporarily suspended if the library card holder has more than \$10.00 in fines.
- Library cards will renew automatically each year as long as the library card holder has used the card within the past two years. If a library card goes unused for 2 years it will expire, and need to be renewed to become active again. If a library card has been expired for 3 years, and does not have anything checked out on it, it will be removed from the system.

Self-Registration

- Patrons can self-register for library cards online to have full access to library services. If there is a problem with the self-registration (system cannot verify the address as real, or the patron

already has a card) the patron will be issued a 30 day card good for use of e-resources, and will need to follow up in the library to obtain a physical card.