

C.C. Mellor Memorial Library

Circulation Policy

Reviewed and updated 2024

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 \$100.00 in replacement fees on their card, their borrowing privileges of physical items will be temporarily suspended.
- If a patron is billed for an item, a replacement item will not be accepted in lieu of payment.

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.
- 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.