

Policy

Library Card and Circulation Policy

Approved by Board of Trustees: 6/18/24

Last Updated: 4/3/2024

Last Review: 2/8/2024

Dauphin County Library System (The Library) encourages members of the community to sign up for a library card. A library card enables members to check out library materials and to access online information and resources.

The Library is committed to diversity, equity and inclusion and applying all policies in a neutral and nondiscriminatory manner and with an empathy driven approach.

Library Card Sign-Up Requirements

Residents in Dauphin, Cumberland, or Perry County (Capital Area Library District) can get a free library card with The Library in person or online. Residents outside of Capital Area Library District should check their local library card for the blue Access PA logo. Applicants whose library participates in the Access PA program can obtain a library card in person only by showing their local library card with the Access PA sticker.

The following is required to obtain a library card:

- Applicants must present proper identification including a photo ID and proof of address. *Minors under 18 years of age must have a parent or guardian present proper identification. Information on acceptable forms of identification can be found on the [website](#).
- Applicants must provide The Library with a working phone number and current address (email encouraged).
- Applicants must agree to accept responsibility for all fines, fees, or charges incurred. A parent or guardian will need to agree to accept responsibility for all materials and charges on the minor child's card.

*Emancipated minors must present proper identification (including a court issued document stating that they are emancipated) when applying for a library card. The applicant must agree to accept responsibility for all fines, fees, or charges incurred.

Authorized User

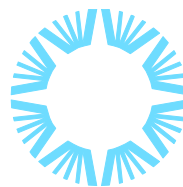
Library card holders may designate one family member, caretaker, or friend as an authorized user of their library card. An authorized user will have the ability to check out items and place holds on behalf of the library card holder.

Organizational Library Cards

Local organizations may request an organizational library card that will be valid for one calendar year. Local organizations will need to submit the following information annually on letterhead, signed by an individual authorized to act on behalf of the organization:

- A statement indicating that the organization accepts responsibility for any fines and/or replacement of materials.
- The names of all individuals who are authorized to use the card.

Borrowing Library Materials



Policy

A library card is required to borrow library materials. If the individual does not have a library card, identification will be required to access their account. Holds may only be checked out with the library card used to reserve them.

A library card allows members to do the following:

- Borrow items owned by The Library and intended for circulation within the loan period set by The Library.
- Place circulating items on hold.
- Request circulating items through interlibrary loan.
- Access eResources, such as databases, eBooks, eAudio, etc.
- Use a library owned computer in The Library.

District and Interlibrary Loans

When materials are not owned by The Library, The Library may request to borrow an item from a district library on behalf of a member. If the item is not available at a district library, staff will use the appropriate databases to pursue borrowing that item from a library outside the district. The Library will reciprocate by lending our materials to other libraries.

- A library card is required to check out interlibrary loan materials.
- When The Library borrows materials from other libraries, the system will abide by the lending period and rules of the library that has loaned the material.

Fines and Fees

The Library is fine free and individuals will not be charged for overdue materials owned by The Library. However, library card holders are responsible for returning library materials on time. Borrowing privileges may be revoked for a set period of time if items are frequently returned past due.

- Library card holders may incur overdue late fees set by the lending library for items borrowed from district libraries or libraries outside the district.
- Library card holders are responsible for the cost of replacing library materials or packaging that has been lost or damaged.
- Library card holders are responsible for payment of all fines and fees incurred.
- The Library has the right to revoke a library card holder's borrowing privileges until fines and fees have been paid.
- If \$45.00 or more in fines and fees have been accrued, The Library may contract a 3rd party collection agency.

The Library has the right to seek effective means of recovering library materials or their replacement value. It may become necessary to bring legal suit before a magistrate or other court of law (Retention of Library Property after Notice to Return; 18 PA CSA ** 6708).