

## LIBRARY CARD & CIRCULATION POLICY

The Dauphin County Library System ("The Library") encourages all eligible community members to obtain a library card. A library card provides access to physical materials, digital resources, and public computers. This policy outlines eligibility, requirements, card types, borrowing privileges, and associated responsibilities.

The Library is committed to applying all policies in a neutral, nondiscriminatory, and empathy-driven manner to ensure equitable access to resources and services.

### Eligibility

- **Residents of Dauphin, Cumberland, or Perry Counties** (Capital Area Library District) may apply online for a **Digital Access Card**. To borrow physical materials, they must upgrade to an **Essential or Full Access Card** in person.
- **Residents of other Pennsylvania counties** may apply for a library card in person at any library location.

### Requirements

- **Full Access Card**: Requires valid identification verifying identity and proof of residency.
- **Minors (under 18)**: A parent or guardian must present valid identification.
- **Digital Access and Essential Access Cards**: Do not require proof of residency.

### Types of Library Cards

Card Type	Access Level	Expiration
<b>Digital Access</b>	Online resources and public computers only	5 year
<b>Essential Access</b>	Online resources, public computers, and borrow up to 2 items	1 year
<b>Full Access</b>	Full borrowing privileges, online resources, public computers, ILL and district loan access	5 years
<b>Organizational Card</b>	Available to local organizations for borrowing materials, online resources, and ILL and district loan access	1 year

### Borrowing Library Materials

- A valid library card must be presented to check out materials or access an account.
- If a card is not present, valid identification is required.
- **Digital Access, Essential Access and Full Access** cardholders may place holds.
- Items on hold must be checked out using the card that placed the hold.

## Fines

- The Library is **fine-free** for materials it owns.
- Borrowers are responsible for returning items on time.
- Repeated late returns may result in temporary suspension of borrowing privileges.

## Fees and Responsibilities

- **District/ILL Items:** May incur overdue fees as determined by the lending library.
- **Lost or Damaged Items:** Borrowers are responsible for replacement costs.
- **Outstanding Balances:** Borrowing privileges may be suspended until all fees are paid.
- **Accounts with \$45.00 or more** in unpaid fees may be referred to a third-party collection agency.

## Legal Notice

The Library reserves the right to pursue legal action to recover unreturned materials or their replacement value in accordance with Pennsylvania law (Retention of Library Property after Notice to Return; 18 PA CSA § 6708).

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