

# Oil Region Library Association

## **LIBRARY CARD AND BORROWING POLICY**

### **Purpose:**

The Oil Region Library Association (ORLA) is committed to providing Venango County area residents equal access to all ORLA resources. Library cards are issued in order to identify eligible users. In order to make materials available on an equal basis ORLA sets limits on loan periods and on the number of renewals allowed. Some materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection size, material type or lending source. This policy states the procedures associated with library card registration and borrowing privileges.

### **Obtaining a Library Card:**

A Venango County public library card may be obtained at the Circulation Desk of any ORLA facility. All patrons registering for a library card must complete a library card application, provide photo ID (Drivers License, Passport, state ID) and proof of current address via an official typed document with your name and address (state ID, lease agreement, mortgage, etc) or an official piece of mail (utility bill) addressed to you. Patrons must register for their library card in person, though the process may initially be started online. The initial card is free of charge. A replacement fee of \$2 is charged for lost cards. Cards that are no longer usable due to general wear and tear will be replaced at no charge. Library cards are issued for 1 year. At the end of 1 year, card holders may renew their card for an additional 1 year by confirming address/contact information. A new registration must be filled out along with providing proof of address if a patron moves.

### **Library Card Eligibility**

Free library cards are issued to all residents ages 5 and up that reside or own property in ORLA's service area (Barkeyville Borough, Canal Township, City of Franklin, City of Oil City, Clinton Township, Clintonville Borough, Cooperstown Borough, Cornplanter Township, Frenchcreek Township, Irwin Township, Jackson Township, Mineral Township, Oakland Township, Plum Township, Polk Borough, President Township, Rouseville Borough, Sandycreek Township, Sugarcreek Borough, Utica Borough, Victory Township). Anyone under 18 years of age is required to have a parent or guardian present to sign the library card application and provide photo ID.

- Non-Resident Cards: Non-resident cards are available at \$30 per household per year for those who do not live or own property in ORLA's service area or do not qualify through the ACCESSPA borrowing program.
- ACCESSPA Cards: The libraries of ORLA are participants of the ACCESSPA program following the *Guidelines for Statewide Library Card System* (see appendices.) This is a direct borrowing program between participating local libraries intending to expand access to the material of Pennsylvania's publicly supported libraries to all

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Pennsylvanians living in communities that support a home library. Residents of other Pennsylvania counties may receive a free card if their home library participates in ACCESSPA. Eligible patrons will still need to provide a photo ID with proof of address and complete a registration card. ORLA will follow up with the patron's home library to confirm eligibility. ORLA will use the home library card for ACCESSPA patrons rather than a Venango County public library card. Patrons in ORLA service areas in good standing (no outstanding fines or overdue items) may request an ACCESSPA sticker on their library card giving them borrowing privileges at no cost from other participating libraries.

- Institution Cards: Same borrowing privileges and responsibilities. Must be registered under business name and a person employed at or owning the business taking responsibility.
- Online-Only Cards: Individuals that are at least 13 years old may register for an online-only card to gain access solely to the digital resources offered by Oil Region Library Association. These users must still provide certain information and submit an electronic or physical signature consenting to appropriate use of the resources. Non-resident fees still apply to eligible individuals/households.

## Library Card Changes

- Address Change: It is the patron's responsibility to notify the library of any change of address. You may visit any checkout desk to update an address. Provide photo ID with current address, an official typed document with your name and address or an official piece of mail addressed to you.
- Lost Library Card: Notify the Library immediately if you lose your library card so that no one else will be able to use it. A lost library card can be replaced for a fee of \$2. You will need to provide a photo ID.
- Library Card Renewals: Most library cards are valid for 1 year after the date of issue. If your library card has expired or is nearing expiration, you will be asked to confirm your current address and contact information to renew or reactivate your card. A new application is not necessary for renewal except in cases where the original card no longer has a record in our system or if the patron has moved.

## Loans:

- Items cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture id implies permission to use the card.
- Most materials may be loaned for two weeks except certain items. Patrons will be provided with exact information during checkout with specific due dates for each item.
- Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed (See Holds Policy).
- The library reserves the right to make some materials non-circulating and only available for in-library use.

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- Incomplete items may not be accepted for return. Library staff will make a reasonable effort to inform the patron of any incomplete returns. Incomplete items returned will remain checked out to the patron until missing pieces are returned.

## **Renewals:**

- Renewals of materials owned by ORLA may be done in person, by telephone, or online for most items.
- Most materials may be renewed up to two times. Additional renewals may be permitted via phone or in person with library permission.
- Renewals of materials with a rental fee will be charged the full rental fee, plus any applicable service fees, at the time of renewal.
- See also Interlibrary Loan policy for limits and regulations on items not owned by ORLA.

## **Fees and Charges:**

- In order to safeguard the collection and make materials available to as many people as possible, the Library charges fees for any damaged or lost materials and overdue fees for certain items.
- Patrons with an account balance of \$20 or more may not check out or renew materials.
- Each patron is held responsible for all materials checked out on their card and all fees accrued on their account.
- Per Pennsylvania 18 Pa. C.S.A. §6708 (Retention of Library Property, see Appendices) The Library has every right to pursue charges through the local magistrate for recovery of long overdue items

## **Damaged or Lost Materials:**

- All injuries to materials beyond reasonable wear and all losses shall be remedied to the satisfaction of the Executive Director or Branch Manager.
- Patrons will be charged a replacement fee equal to the actual cost of replacement for any damaged or lost item. An additional processing fee will also be applied to the patron's account.

## **Appendices:**

Guidelines for Statewide Library Card System:

<http://www.statelibrary.pa.gov/Documents/For%20Libraries/Library%20Laws%20and%20Regulations/Governors%20Advisory%20Council/Guidelines%20for%20Statewide%20Library%20Card%20System.pdf>

Pennsylvania Code and Regulations, Retention of Library Property:

<http://www.statelibrary.pa.gov/Libraries/LawsRegulations/Pages/Pennsylvania-Code-and-Regulations.aspx>

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