

Section 3.8

Circulation/Borrowing

Resident Library Cards:

Residents of -- or those who pay property tax in -- Town of Greenville, Hempfield Township, and Sugar Grove Township are eligible for a free library card upon presentation of appropriate identification and filling out a Library Card Application. Identification should be in the form of an official picture ID that has the current address. If photo ID is not available, two (2) other forms of ID that have the correct address can be used (check book, utility bill, pay stub, etc.). If the address on the photo ID is incorrect, an additional form of ID that has the correct address must be shown as well. If the primary residence is not in one of the named townships, a tax bill showing the address of the taxed property must be presented along with photo ID to obtain a card.

Patrons under the age of 18 must have a signature of a parent or guardian to obtain a library card.

Non-Resident Library Cards:

Non-residents can pay a \$15/year fee to obtain a card. The rules for appropriate identification are the same as those for resident cards.

Non-residents whose home library participates in AccessPA can get a free Greenville Area Public Library card upon showing their library card with the AccessPA logo, providing appropriate identification, and completing a Library Card Application.

All residents of Mercer, Lawrence, Butler, and Armstrong counties are also eligible for a free card at the New Castle Public Library District Center, whether or not they meet our residency requirements.

Summer Cards:

Non-residents can obtain a Summer Card that is valid from Memorial Day until Labor Day. The cost of the Summer Card is \$5.00.

Probationary period:

New patrons cannot request Interlibrary loans and will be restricted to five items and one DVD/Blu-ray for their first check-out. New patrons are not allowed to check out equipment during their probationary period.

Email:

The Library asks for an email address as an additional way to maintain contact with its patrons. This email may be used to contact patrons regarding overdue books, holds, Interlibrary Loan availability or other Library business. Patrons can also receive additional communications in the form of library newsletters, fundraising announcements, and emails from the Friends of the Library. Even if you opt out of these additional communications, your email address may still be used for internal Library business.

Greenville Area Public Library Policy

Maximum Loans:

Books: 25
Audiobooks: 15
Magazines: 25
DVD/Blu-ray: 05

Loan Periods:

Books, Audiobooks and Magazines:	3 weeks	2 renewals allowed (unless item is on hold)
DVD/Blu-ray:	1 week	1 renewal allowed (unless item is on hold)
Kids Kindles (in house):	2 hours	no renewal
YA Kindles (in house):	4 hours	no renewal

A Long-Overdue Materials fee will be charged for items retained 30 days past the last due date. If items are returned before three months, the cost of the item will be forgiven but the \$10 fee remains. Items returned after three months will not have the replacement cost forgiven. Patrons may not provide their own replacement.

Unpaid fees may be remanded to the local magistrate for collection in accordance with Title 18, Chapter 67, Subsection 6708 of the Pennsylvania Consolidated Statutes.

Fees:

Interlibrary Loan Item:	Fines or fees set by lending library
Long-Overdue Materials:	\$10 plus the cost of item(s)
Lost Card Replacement:	\$2
Lost or Damaged Item:	Cost of Item
Audiobook or DVD/Blu-ray returned in book drop:	\$5.00/incidence

Patrons cannot check out items or use the computers if they owe \$5.00 or more.

Limited Access:

Patrons who have a history of damaged or lost items will be placed in "Limited Access" patron type. Such patrons will only be able to check out five books and one DVD/Blu-ray at a time. Patrons will be informed by letter from the director of their status change. This status will remain for a minimum of six months, at which time the patron can petition the director for a change of status. If items are lost or damaged within that six month period, the status will remain as "Limited Access."

Liability Statement:

The Library accepts no liability for the loss or damage to patron's property or equipment as a result of the use of any library materials.

Approved 12/7/2015; Reviewed 11/16/2021, Updated 3/21/2023
Greenville Area Public Library Board of Directors