

LCLC Circulation Policies

Library Card Policies updated 8/24/18

Minimum Age

JUVENILE	5
ADULT	18

ID required for Registration

PA license or PA state ID with current address OR license/picture ID (from PA or elsewhere) and other sufficient proof of residency (mail, lease, etc.) if the ID does not contain the current address

Access PA Patrons

(Patrons who belong to another state aided library, or live in a service area covered by another state aided library/system, outside of the area covered by LCLC)

Must present their valid home library card & the same ID as resident patrons in order to register for a LCLC card. Access PA patrons must use their home library for ILL requests, but other than that, should have no borrowing or use restrictions, per section 9934(c)(1) of the Library Code

Eligible Non-Resident Patrons

Patrons who reside in an area of Lehigh or Carbon counties not serviced by a state-aided library. This includes residents of Heidelberg, Lowhill, Lynn and Weisenberg Townships (aka Northwestern Lehigh School District) in Lehigh County, and 9 municipalities in northern Carbon County. Consult the municipality master list if there are questions.

Non-resident fee to be decided by each library. For those LCLC libraries that do charge a non-resident fee, it will be an annual family fee, not an individual fee. All subsequent members of the family will have the same renewal date as the first card issued.

Requirements for ID and proof of address still apply.

Non-resident cards will only be issued to people in unserved areas within the Allentown District. Non-resident cards will only be valid at LCLC libraries, will provide access only to the collections of the LCLC libraries, and will not have Access PA privileges. New non-resident patrons must be made aware of these provisions, and the card issued to them should not have the Access PA logo, or the logo should be covered up by the issuing library.

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Ineligible Non-Residents	People who live in unserved areas outside of the Allentown District are not eligible for a LCLC card.
Card Required for Checkout	Yes. Patrons may use their ID in lieu of their library card a maximum of 3 times before they must purchase a new card. Library cards are individual, not family, cards, and should only be used by the person to whom the card is issued. Services may be denied to persons attempting to use another person's card without authorization.
Card Renewal	1 year. Patrons must present their library card at time of renewal, with address, phone number and e-mail verified at every renewal. All fines and fees must be paid at time of renewal.
Lost Card Replacement Fee	\$2.00
Loaning Policies	
Loan Period	
DVDs, High Demand DVDs	1 week
DVD series, High Demand print	2 weeks
All other materials (books, audiobooks, magazines, music CDs)	3 weeks
Other items, like computer games, board games, and other non-traditional categories	Each library can have their own Circulation Modifier set up.
ILLs	Varies according to lending library
Renewals	One renewal on all items (no "vacation loan" rule)
Hold Period	4 days
Maximum Number Of Items	Determined by each library's loan rules. Only applies to in-house checkouts, so a patron may reach the maximum at multiple libraries.
Juvenile Restrictions on Adult Items	Determined by each library's loan rules. Only applies to in-house checkouts. Online requests from other libraries must be fulfilled.

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Other Circulation Fees

No additional fees for hold requests, DVD rentals, or other normal library functions.

ILL Requests

Must originate at patron's home library, in person or by phone.

New Items

("high demand" in SPARK)

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Maximum of 6 months for all items.

are new to a library's collection.

Libraries may choose to release items in less than 6 months, with the understanding that those items will then become available for checkout by all LCLC libraries.

There is no new status in SPARK for Juvenile or YA materials, but stickers may be applied for visual purposes.

Fines/Overdues Procedure

Fine Amounts

Print (Book, magazine)

\$.25 / day

A/V materials (DVD, CD, Audio)

\$.50 / day

ILL

Determined by each library. Should be noted in library's loan rules.

Blocks on Borrowing

\$5.00 or more in fines

Record is blocked, cannot borrow, renew, or place holds.

There are no additional fee restrictions.

Fines or fees at renewal

Record is blocked, cannot borrow, renew, or place holds.

All fines and fees must be paid at time of renewal

4 or more claimed returned

Record is blocked, cannot borrow, renew, or place holds.

item(s) must be paid for before card can be reinstated.

Overdue Notices

Courtesy email

3 days prior to item due date

First notice

1 week after due date

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Second notice
Third notice
Billing invoice

2 weeks after due date
3 weeks after due date
4 weeks after due date

Lost/Damaged Item Fees

Replacement cost as determined by the owning library, which may include an administrative/processing fee. Any such fee should be included in each library's loan rules.

Replacement fees for lost/damaged items may be paid at any LCLC library, but must be forwarded to the owning library.

Refunds will not be given for previously paid for items, even if the items are found and returned in good condition to the library.

Collection Agencies

Each library will be responsible for its own policy regarding the use of collection agencies for fines and fees owed to that library.

Fines Incurred Prior to SPARK

Any fines or fees on a patron's account incurred prior to migration to SPARK must be paid at the library where the fines or fees originated.

Returns & Book Drops Policy

Most items belonging to any LCLC library may be returned to any LCLC library. Exceptions include museum passes, e-book readers, video games, and ILLs.

Materials deposited in a book drop prior to a library's opening should be counted as being returned the previous day.