

LCLC Circulation Policies

Library Card Policies

updated 12/7/22

Minimum Age

JUVENILE

0

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

LCLC Circulation Policies

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. Must register in person. Online registration is not available. Access PA patrons must use their home library for ILL requests, and may have restrictions on access to non-consortium databases and program attendance, but other than that, should have no borrowing or use restrictions, per PA Library Code 9334(c)(1) & Access PA Guidelines (B) (2) (g)

LCLC Circulation Policies

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.

LCLC Circulation Policies

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, and may have restrictions on access to non-consortium databases, program attendance, and interlibrary loans. They will not have Access PA privileges. New non-resident patrons must be made aware of these provisions, and the Access PA logo should be covered up by the issuing library.

LCLC Circulation Policies

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.

LCLC Circulation Policies

Card Renewal

1 year. Can be done in-person, by phone or by email request, with address, phone number and e-mail verified at every renewal. In-person renewals must present their library card at time of renewal. Online renewal is not available. All fines and fees must be paid at time of renewal. Patrons may place holds with an expired card, but must renew & pay off fines and fees before picking items up

LCLC Circulation Policies

Lost Card Replacement Fees

\$2.00 for lost LCLC card ; no charge to replace loose barcode on non-LCLC card ; no charge for first LCLC card for patron who lost pre-LCLC card.

Loaning Policies

Loan Period

DVDs, High Demand DVDs

1 week

DVD series, High Demand books

2 weeks

LCLC Circulation Policies

All other materials (books, audiobooks, High Demand audiobooks, magazines, music CDs)

3 weeks

computer games, board games, museum passes, and other non-traditional categories

Each library can have their own Circulation Modifier set up.

ILLs

Varies according to lending library. Procedures and fines should be included in each library's loan rules.

LCLC Circulation Policies

Renewals/Automatic Renewals

Two renewals on all items (no "vacation loan" rule). Can be done in-person, by phone, or online.

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.

LCLC Circulation Policies

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.

Other Circulation Fees

No additional fees for hold requests, DVD rentals, non-pickup of materials or other normal library functions.

ILL Requests

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

New/High Demand Items

Maximum of 6 months for all items.

New status may apply to newly published items and/or older items that are

LCLC Circulation Policies

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/High Demand status in SPARK for Juvenile or YA materials, but stickers may be applied for visual purposes.

LCLC Circulation Policies

Fines/Overdues Procedure

Fine Amounts

Print (Book, magazine)

Fine free effective 9/1/21

A/V materials (DVD, CD, Audio)

Fine free effective 9/1/21

WiFi hotspots

\$5/day ; \$66 replacement cost + \$10 administrative fee (if library so chooses)

Special Collection items

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

ILL

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

Blocks on Borrowing

\$10.00 or more in fines/fees

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

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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.

*Staff must manually apply a Block on the patron's account to suspend privileges (Patron account -- Messages -- Apply Penaly/Message -- select "Block" -- enter Note stating reason for block, initial, click OK)

LCLC Circulation Policies

Overdue Notices

Courtesy email

First notice

Second notice

Third notice

Billing invoice

*Sent even for items that are fine free

3 days prior to item due date

1 week after due date

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.

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Replacement fees for lost/damaged items may be paid at any LCLC library, but must be forwarded to the owning library. Libraries should do a monthly reconciliation of fees owed to other libraries.

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

Past fines should be waived, per fine free policy effective 9/1/21

LCLC Circulation Policies

Waiver of fines/fees

Libraries may only waive fines and fees for transactions that occurred at their library.

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, puzzles, STEM kits, musical instruments, and ILLs.

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