

# Grove City Community Library

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## Borrower's Guide

### Library Cards

Any resident of Grove City Borough, Pine Township, Liberty Township, or Wolf Creek Township may have a free library card by providing photo identification and proof of a current address.

For children under 18, a parent or guardian must be present to apply for a card.

Each borrower (or parent/guardian) is responsible for all materials checked out on the card.

A blue Access PA sticker is available for you to register and use at most public libraries in Pennsylvania. The library will issue a "Special Group" card with the understanding that a supervisor/teacher will be responsible for the items borrowed. It is required that these items do not leave the premises of the group home or school location.

### Non-Resident Cards

As of March 1, 2015 people who live outside the free membership area who do not have a valid Access PA library card may purchase a family membership card for \$30. Paid members are not eligible for the blue Access PA sticker.

As of October 1, 2015 all patrons will be required to present their library card to library staff in order to check-out/renew library materials and/or to use library patron computers. Patrons owing fines \$5.00 or more will not be able to check-out/renew materials or use library patron computers. Parents/guardians owing \$5.00 or more in fines will not be able to sign up a minor for a library card account.

### Lost Library Cards

A replacement card for an active library account costs \$2.50.

### Loan Period

Members may borrow 25 items at a time. Most items are lent, free of charge, for three weeks.

Borrowers must be at least 18 yrs. old to borrow a maximum of three DVDs for three days.

Bestseller books with a waiting list are lent for two weeks and cost \$1.00 to borrow.

Borrowers must be at least 18 yrs. old and have a valid ID & library card to borrow an e-Reader for two weeks. A date due receipt is included with the borrowed items.

### Renewals

You may renew items at the circulation desk, by phone, or using your online account.

You may not renew an item if others are waiting for it.

### Return Drop

The library has an after-hours book return drop located beside the door.

Items you return after closing are credited to the next business day.

### Late Fees

A late fee will be charged for any item returned after the due date (not counting days we are closed).

Late fees on regular and reserve items are \$.30 per day.

DVD late fees are \$2.00 per day. Late fees for an overdue e-Reader are \$5.00 per day.

### Lost/Damaged Fines

Items lost or damaged beyond repair are the financial responsibility of the patron to whom the item(s) were checked out to when lost/damaged. The original purchase price of the item will be charged to the patron's account for any lost and/or irreparably damaged items *in addition to* a processing fee: a \$5.00/item processing fee will be charged for lost/damaged print items and an \$8.00/item processing fee will be charged for any items containing lost/damaged CDs, DVDs, and/or Blu-Ray discs.

### InterLibrary Loans

Requests to borrow books from another library may be made at the circulation desk.

Up to 5 items may be requested or borrowed by a patron at a time.

The lending library sets the date each title is due. A late fee of \$1.00/day will be charged per item.

If a patron requests an item through ILL and does not pick it up they will be charged \$1.00/item.