

## **Grove City Community Library Borrower's Guide**

125 West Main St., Grove City, PA 16127

Phone: 724-458-7320

Fax: 724-458-7332

[www.grovecitypalibrary.org](http://www.grovecitypalibrary.org)

[gccl@grovecitypalibrary.org](mailto:gccl@grovecitypalibrary.org)

### **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 legal 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**

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.

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, use library patron computers, or register on behalf of children/minors applying for or renewing a library card account.

### **Lost Library Cards**

A replacement card 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. Most DVDs are lent for six days.

New release DVDs are lent 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 eReader 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/business day when items are due.

Late fees on regular items are \$.30 per day (not counting days we are closed); Late fees on reserve items are \$.25 per day (not counting days we are closed).

DVD late fees are \$3.00 per day; eReader late fees are \$5.00 per day.

### **InterLibrary Loans**

Requests to borrow books from another library may be made at the circulation desk. Up to five items may be requested or borrowed by a patron at a time. The lending library will set the date each title will be due. A late fee of \$1.00 per day will be charged per overdue item. If a patron requests an item that arrives through ILL and does not pick it up they will be charged \$1.00 per item.