

Grove City Community Library Borrower's Guide

125 West Main St., Grove City, PA 16127

Phone: 724-458-7320

www.grovecitypalibrary.org

Library Cards

- Any resident of Grove City Borough, Liberty Township, Pine Township, Springfield Township, or Wolf Creek Township may have a free library card by providing photo identification and proof of current address. An Access PA card will be issued for you to register and use at most public libraries in Pennsylvania.
- Grove City College students may have a free library card by providing their student ID and proof of permanent address. **Grove City College students are not eligible for an Access PA card.**
- People who live outside the free membership area who have a valid Access PA library card may have a free library card at Grove City Community Library by providing their valid Access PA library card, photo identification and proof of current address.
- 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 \$30.00 per year.
- Residency requirements are the same for children under 18 as for an adult. For children under 18, a parent or legal guardian must be present to apply for a card. The parent/guardian will need to provide photo identification and proof of current address.
- 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.
- 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 fees of \$5.00 or more will not be able to check-out/renew materials, use library patron computers, access OverDrive, or register on behalf of children/minors applying for or renewing a library card account.
- Parent/guardians will be responsible for all fees on a child's card. If a child owes fees of \$5.00 or more, both the child and parent/guardian responsible for the child will not be able to check-out/renew materials, use library patron computers or access OverDrive.

Lost/Damaged 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 five DVDs. Most DVDs are lent for one week. release DVDs are lent for three days.
- Games and items from the Baking Center are lent for one week.
- 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 and library card to borrow an eReader for two weeks or a Hotspot for one week.
- A date due receipt is included with the borrowed items.

Renewals

- You may renew most items a maximum of three times at the circulation desk, by phone, or using your online account.
- You may not renew an item if others are waiting for it.
- To renew Hotspots, Games, and Baking Center items, please call the library.
- If you have an existing fine or items overdue, you will not be able to renew.

Return Drop

- The library has an after-hours book return drop located beside the main entrance. eReaders, Games, and Hotspots may not be returned in the book drop. A \$2.00 fine will be assessed to your account if you return eReaders, Games, and/or Hotspots in the book drop.
- Items you return after closing are credited to the *next* business day.

Late Fees

- Each adult borrower is responsible for all materials checked out on his or her card.
- A parent or guardian is responsible for all materials checked on a minors' (age 17 and under) card.
- A late fee will be charged for any item returned after the due date/business day when items are due.
- Late fees on most items are \$.30 per item per day (not counting days we are closed).
 - Late fees on 2-week reserve items are \$.25 per item per day (not counting days we are closed).
 - Late fees on DVDs are \$3.00 per item per day (not counting days we are closed).
 - Late fees on eReaders are \$5.00 per item per day (not counting days we are closed).
 - Late fees on Hotspots are \$20.00 per item per day (not counting days we are closed).
 - Late fees on interlibrary loan items are \$1.00 per item per day (not counting days we are closed).

Damaged/Lost Item Fees

- Lost item fees include the cost to replace the item and a processing fee of \$5.00 for books or \$7.00 for audiovisual items. The lost fee and processing fee are in addition to any late fee on your account.
- Damage fees will be assessed by the librarian and may include a processing fee of up to \$5.00 for books and/or up to \$7.00 for audiovisual items.
- The library **does not** accept a replacement copy of the item damaged or lost.
- Items returned with an offensive odor as determined by staff or with an unknown substance adhered to the item will be charged a \$3.00 fee to cover the staff time and supplies necessary to remove the odor/unknown substance from the item.
- It is the responsibility of the borrower to note to library staff any damage, odor or stain beyond normal wear and tear **BEFORE** leaving the library with an item. If an item is returned with any damage, odor or stain that was not noted prior to check out, the patron may be responsible for damage and/or replacement fees.

Interlibrary Loans (ILL)

- Requests to borrow items from another library may be made at the circulation desk, online at <http://www.grovecitypalibrary.org/interlibrary%20loan.html> or by email: interlibraryloan@grovecitypalibrary.org. Please note that some libraries will not lend out items that have been published in the last six months to one year. Some libraries will not lend out their audio/visual collections. We will do our best to get you what you want, but the lending library has final say as to whether or not they will loan an item.
- 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 item per day will be charged per overdue item.
- All ILL items **MUST** be returned to Grove City Community Library. If an ILL item is returned to another library, the patron's account will be assessed \$1.00 per ILL item returned to another library.
- If a patron requests an item that arrives through ILL and does not pick it up, they will be charged \$1.00 per item.