

Library System of Lebanon County

Library Cards and Cardholder Responsibilities Policy

How To Obtain a Lebanon County Library Card

Lebanon County Residents: Lebanon County residents are eligible to register for a Library System of Lebanon County (LSLC) card for no fee. This card provides borrowing privileges at any of the six libraries in the county. Applications are available at each of the six libraries.

To register, you must provide valid proof of residency and identification, and complete and sign a registration form. This signed form will remain on file at the library at which you registered.

Pennsylvania Residents: Pennsylvania residents who hold a valid Access Pennsylvania library card may use the services of Lebanon County libraries as long as they have a valid card. Pennsylvania residents outside of Lebanon County with an Access Pennsylvania card must complete and sign a Library System of Lebanon County registration form and agree to abide by the county-wide policies. Each LSLC member library may reserve the right to restrict non-circulating items for lending outside of the county.

Pennsylvania residents from an out-of-county library may obtain a Lebanon County library card.

Non-Lebanon County Residents who do not have a valid out-of-county library card may obtain a temporary pass to use the library computers by presenting valid proof of residency and identification.

Children Under 18: Juvenile cards are issued to county resident children. Children under the age of 18 must have a parent or legal guardian co-sign their library card registration form. The parent or legal guardian must provide proper ID and proof of address. The parent or legal guardian assumes responsibility for the materials borrowed on the child's card. [*see cardholder responsibilities*]

Cardholder Responsibilities

Once a library card is issued, the cardholder, regardless of age, will be the only individual authorized to use his or her card.

Library card holders must have their library cards or valid photo ID with them in order to borrow materials and use the computers [*see Addendum A*].

The card holder is responsible for the cost of any lost or damaged items, as well as for any fines for late materials borrowed on the card.

Parents or guardians are accountable for all materials borrowed by their children under the age of 18.

Lost or Stolen Cards: Initial library cards are free. Card holders should contact the library if their card is lost or stolen. Replacement cards cost \$2.00.

Address/Contact Information Changes: Library members should notify the library at which they registered to report address, telephone, or email changes.

Borrower Privileges:

Library cards are valid for use at all Lebanon County member libraries. Registered card holders may borrow physical and digital library materials, attend library programs, and use library computers.

Registered borrowers may use their library barcode number to access online services from home. Online services include the ebook library, Access PA databases, and the online catalog.

How to Access Your Online Account

Go to www.lclibs.org. Select the SEARCH THE CATALOG tab, Select the My ACCOUNT tab, select Log In/Register, and enter library card number and password (pin).

From your online account you can request an item, renew an item, view late fees, and manage your account.

How to Access Downloadable eBooks and Audiobooks:

Go to www.lclibs.org. Select the ELIBRARY tab. eBooks downloads are managed through Overdrive. Borrowing and registration for eLibrary books is different from borrowing regular materials through the libraries [See Borrowing/Lending Policies]. You will need a valid Lebanon County Library card number and pin/password.

Borrower Card Terms:

- A library card is valid until it expires. If a card is not used for three years, borrowing privileges will be suspended until the account is updated. Card records are purged after ten years of non-use if there are no fines or fees and no fines or fees on dependents' accounts.
- Juvenile records may be purged after five years of non-use if there are no fines or fees associated with the card.
- Borrower cards and records with fines fees and fines are never purged.

Revocation of Library Privileges

A Lebanon County library may revoke or suspend borrower's library privileges:

- If they do not abide by the member library's behavior policy or other policies
- If there are accumulated charges of \$5.00 or more

Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the library system or local member library.

Addendum A

Cardholder Responsibilities Policy

Palmyra Public Library: Card holders must have a valid library card with them to borrow books or use the computers at Palmyra Public Library. The library will not accept valid photo ID in place of the library card.

POLICY APPROVAL:

Approved by System Library Directors on September 8, 2014

Approved by Lebanon County Library Board on September 8, 2014