

## **IV. Library Card & Materials Use Policy**

### **A. Library Card**

1. Any resident of Upper Merion Township is eligible to register for a free borrower's card, renewable every 3 years. The library will require identification with the name and current mailing address of the applicant for new registration and renewals. Examples of acceptable forms of identification are: driver's license, government identification, utility bill, lease, property tax bill, or bank statement.
2. Cardholders are responsible for all materials checked out on their cards, including overdue fines and fees for lost or damaged material.
3. Those under 18 may obtain a library card with the signature of a parent/guardian who will be financially responsible for any materials borrowed on the youth's card.
4. Library card replacement fee - see Appendix E
5. Failure to return materials (see Appendix E) may result in suspension of borrowing privileges for a specified amount of time.
6. Upper Merion Township employees and Upper Merion School District teachers and staff are eligible for a free library card renewable every year.
7. Temporary Resident - For fees see Appendix E
8. Non-resident - For fees see Appendix E

### **B. Loan Periods**

1. See Appendix F

### **C. Loan Restrictions**

1. All museum passes, and Wifi Hotspots must be checked out on an adult library card.
2. Museum passes, Wifi Hotspots, toys, and board games must be picked up and returned to Upper Merion Township Library. See a staff member for additional instructions for checking out these materials.
3. Chronic abuse of the materials use policy may result in suspension of borrowing privileges for a specified amount of time.

### **D. Renewals**

1. Print items may be renewed for two additional loan periods unless the item has been reserved by another patron.
2. Media items may be renewed for one additional loan period unless the item has been reserved by another patron.
3. Renewals may be done in person, by phone or through the library's

website. Phone and website renewals require your library card number and the titles and/or barcodes of the items to be renewed. Website renewal also requires a password.

E. Overdue Fines - The Upper Merion Township Library is fine-free as of January 1, 2022. See Appendix E for more information.

F. Fees for Lost or Damaged Material - See Appendix E

G. Other Fees - See Appendix E

## APPENDIX E - FINES AND FEES

### *Upper Merion Township Library's Fines & Fees*

Fines - The Upper Merion Township Library is fine-free as of January 1, 2022.

#### Fees

- Museum Passes: \$5/day when returned late, Maximum per item: \$85
- Wifi Hotspots: \$5/day when returned late, Maximum per item: \$85
- Suspension of borrowing privileges: \$30 fine

#### Fees for Lost or Damaged Material

- Retail cost of material
- \$4 processing fee/item

#### Other Fees

- Lost Library Card
  - \$3/adult card and \$1/child's card
- Temporary Resident Library Card
  - \$25 deposit for a year; \$20 return when all materials are returned
- Non-resident Library Card
  - \$65/year
- Printer/Copier Fees
  - 8.5x11 BW (15¢/page)
  - 8.5x14 and 11x17 BW (30¢/page)
  - 8.5x11 COLOR (25¢/page)
  - 8.5x14 and 11x17 COLOR (50¢/page)
- Flash Drive – 2GB drive - \$2.50
- Notary Service
  - \$5.00 donation per document
- Proctoring Fee
  - A \$10.00 proctoring fee
  - A \$5.00 cost recovery fee for any faxing or scanning required by the exam
  - A cost recovery fee for any postage/shipping required by the exam
  - A cost recovery fee for any printing required by the exam
- Passport Fees
  - Execution fee: \$35
  - Application fees:

<https://travel.state.gov/content/travel/en/passports/requirements/fees.html>

## **APPENDIX F - LOAN PERIODS**

### *Upper Merion Township Library's Loan Periods*

- 3 days – museum passes
- 1 week – new DVDs and Wifi Hotspots
- 3 weeks – DVDs, books, magazines, audiobooks, music, Playaways, Launchpads, Views, toys
- 3 weeks - New Books (no renewal, no hold)
- Some reference materials, most recent adult magazine issues, and some special materials do not circulate.
- Please note that items borrowed from other libraries may have a different loan period or fine structure which we are required to honor.