

Harrisburg Community Library Circulation and Materials Policy

New Patron Checkout Limits and Fees: (Introductory Period of 3 Visits)

| Item | Due | Fees |
|----------------------|---------------------------------|--------------------|
| DVD/BluRay | 14 Days (renewable* once) | \$.50/day late fee |
| Books | 14 Days (renewable once) | \$.10/day late fee |
| Children’s Materials | 14 Days (renewable once) | None |
| Audiobooks | 14 Days (renewable once) | \$.10/day late fee |
| Backpacks | 14 Days (renewable once) | \$.10/day late fee |
| Libby by Overdrive | 21 Days (renewable through app) | None |

Maximum Checkouts: 2 DVD/BluRay, 10 Books, 1 Audiobook, 1 Backpack, 8 Digital Materials on Libby

Kid’s Card Checkout Limits and Fees:

| Item | Due | Fees |
|-------------|---------------------------|--------------------|
| DVD/BluRay | 14 Days (renewable once) | \$.50/day late fee |
| Books | 14 Days (renewable twice) | \$.10/day late fee |
| Audiobooks | 14 Days (renewable twice) | \$.10/day late fee |
| Backpacks | 14 Days (renewable twice) | \$.10/day late fee |

Maximum Checkouts: 1 DVD/BluRay (age permitting), 5 Books (Children’s/JF/Children’s Nonfiction), 2 Audiobooks, 1 Backpack, No Libby Access

Teen Card Checkout Limits and Fees:

| Item | Due | Fees |
|-------------|---------------------------|--------------------|
| DVD/BluRay | 14 Days (renewable once) | \$.50/day late fee |
| Books | 14 Days (renewable twice) | \$.10/day late fee |
| Audiobooks | 14 Days (renewable twice) | \$.10/day late fee |
| Backpacks | 14 Days (renewable twice) | \$.10/day late fee |

Maximum Checkouts: 1 DVD/BluRay (age permitting), 5 Books (Children’s/JF/Children’s Nonfiction/Adult Nonfiction/YA), 2 Audiobooks, 1 Backpack, No Libby Access

Community Patron Checkout Limits and Fees: (After Introductory Period and Good Standing)**

| Item | Due | Fees |
|----------------------|---------------------------|--------------------|
| DVD/BluRay | 14 Days (renewable once) | \$.50/day late fee |
| Books | 14 Days (renewable twice) | \$.10/day late fee |
| Children’s Materials | 14 Days (renewable twice) | None |

| | | |
|--------------------|---------------------------------|--------------------|
| Audiobooks | 14 Days (renewable twice) | \$.10/day late fee |
| Backpacks | 14 Days (renewable twice) | \$.10/day late fee |
| Libby by Overdrive | 21 Days (renewable through app) | None |

Maximum Checkouts: 4 DVD/BluRay, 15 Books, 2 Audiobooks, 1 Backpack, 8 Digital Materials on Libby

Family Patron Checkout Limits and Fees: (After Introductory Period and Good Standing)**

| Item | Due | Fees |
|----------------------|---------------------------------|--------------------|
| DVD/BluRay | 14 Days (renewable once) | \$.50/day late fee |
| Books | 14 Days (renewable twice) | \$.10/day late fee |
| Children’s Materials | 14 Days (renewable twice) | None |
| Audiobooks | 14 Days (renewable twice) | \$.10/day late fee |
| Backpacks | 14 Days (renewable twice) | \$.10/day late fee |
| Libby by Overdrive | 21 Days (renewable through app) | None |

Maximum Checkouts: 4 DVD/BluRay, 20 Books, 2 Audiobooks, 1 Backpack, 8 Digital Materials on Libby

*Library materials cannot be renewed if another patron has a hold on the item. Items can be renewed more than the renewal limit with librarian assistance.

**An account in good standing has no fees owed to the library and has a current address and contact information.

Holds

Items that are on hold will be held at the desk for one week after the patron has been notified unless prior arrangements are made. Patrons may place a hold on any circulating material by requesting the item online, calling, emailing, or asking a staff member to place a hold for them.

Damaged Materials

Patrons are responsible for the return of any items in the same condition as originally loaned. It is recognized that some library materials may age rapidly with repeated use and that some deterioration and damage in use is unavoidable. In general, such normal wear and tear will incur no penalty or fee.

When damage exceeds normal wear and tear, the patron will be responsible for the repair or replacement cost at the library’s discretion. In the case of damaged items, the library user will be held responsible for the cost of repair. If items are damaged beyond repair, the library user will be held responsible for the replacement cost.

Lost Materials

Items will be considered lost after being overdue for more than 60 days, or when the library is notified by a patron that an item is lost. Patrons will be given a verbal (call) and written (email) notification that their material is overdue. They are then given two weeks to get the material returned to the library before being charged. Patrons are responsible for the replacement cost of any lost items. If a replacement has been purchased for an overdue or lost item, the library user is responsible for the replacement cost even if the item is later returned.

Lost items do not accrue late fees.

Refunds

Once a replacement copy of a lost, damaged, or unreturned item has been ordered, the library user will be responsible for the replacement fee even if the original item is returned. The library does not provide refunds once fees or replacement costs have been paid.

Maximum Fines on Accounts

Holds will be put on the accounts that reach \$20 or more in fines. Holds will also be put on accounts with a lost item. Accounts that are on hold will not be able to check out physical materials through the library or digital materials through Libby. Account holders must pay their fines or return their lost items before the hold is taken off of their account.