

Spring Township Library Association Service Policies

The libraries of the Township of Spring offer a wide selection of resources to meet our community's informational and recreational needs. We encourage children to develop an interest in reading and learning through services to children and to parents and children together.

How to obtain a library card

For Berks County residents, identification showing name and current address is required to obtain a library card. Children's cards are issued to resident children (17 years and younger) with parental signature and identification. Parent and child must be present to obtain card.

Non-residents of Berks County, who do not qualify through Access PA, may purchase a year long membership to Berks County Library System libraries. A borrower card is issued upon payment of a \$40 fee and proof of identity as stated above. Access PA stickers will not be affixed to non-resident cards.

Borrower card terms

A borrower card is valid until it expires. If a borrower card is not used for 3 years it expires and can be revalidated by library staff. Borrower card records are purged after 7 years of non-use, if there are no fees or fines. Borrower cards with fees or fines are never purged.

Using your library card

You must have your library card with you to check out materials or provide photo identification if you have temporarily misplaced your card. Parents must be present for children who don't have proper identification. Up to fifty items may be borrowed on each library card that is in good standing with no outstanding fines or fees of \$10.00 or more from the current year or any fines and fees from previous years. There is a limit of 10 DVDs/BluRays checked out per card. Fines are imposed for overdue materials. Lost or damaged materials are billed to the library cardholder at replacement cost and a \$5.00 service fee is included for each lost item. Parents/guardians are financially responsible for any charges accrued by minors in their care.

Suspended Borrowing/Renewal Privileges

Borrowing and renewal privileges may be denied to any patron who has: unpaid fines or fees exceeding \$10.00 for the current year or any fines and fees from previous years. All fines and fees must be paid **in full** by the end of each calendar year before items

may be borrowed in a new calendar year. Payment plans may be available on an individual basis.

If you lose your library card

Library cardholders may call us by phone to invalidate a lost library card and prevent others from using it. A replacement fee of \$2.00 will be charged to reissue a library card. Photo-identification must be presented at time of replacement.

Library card security

All records are kept in strictest confidence as required by law. Be careful not to let other people use your library card, use items checked out on your library card or return items that are checked out on your library card. You are financially responsible for everything that is checked out on your library card.

Changes of address

Let us know if you have changed information on your library card registration especially if your address and phone numbers have changed. Patrons must bring in identification that shows the change so that the library can update its records. Acceptable identification includes, but is not limited to, a change of address card from the Pennsylvania Department of Transportation, your check book, a utility bill or car insurance bill.

Lending Policies

The duration for lending Library materials are as follows:

Books	3 weeks	Music CDs	3 weeks
Books on CD	3 weeks	DVDs/BluRays	1 week
Books on tape	3 weeks	DVD/Blu Ray sets of 3 discs or more	3 weeks
Playaways	3 weeks	Videos	1 week
Magazines	3 weeks		

Renewing library items

Items may be renewed unless there is a waiting list and before the item is checked back in, regular items (not new items) are renewable once. Library cardholders may renew library materials over the phone or online at: <http://www.berks.lib.pa.us/springtwp/> and <http://www.berks.lib.pa.us/wlwhl/> by clicking on the Catalog/My Account link. Users need their library card numbers to access their accounts online.

Placing a hold (or reserving an item):

Up to twenty holds (or reserves) can be placed on your library card at one time. You may place holds with your library card using the Online Card Catalog or ask for help at the Circulation Desk. This catalog is available via the Internet at: <http://www.berks.lib.pa.us/springtwp/> or <http://www.berks.lib.pa.us/wlwhl/>

Overdue fines

The daily fines imposed on overdue materials (calculated daily whether or not the library is closed) are as follows:

Adult books	10 cents per day		DVDs/BluRays	50 cents per day
Adult Books on CD	10 cents per day		Videos	10 cents per day
Adult Books on tape	10 cents per day		Music CDs	10 cents per day
Playaways	10 cents per day		Museum Passes	50 cents per day
Inter-Library loan books	50 cents per day		MP3 Players	50 cents per day

Maximum fines per item:

Books, audio & VHS tapes	5.00 dollars		Inter-Library loan items	25.00 dollars
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DVDs or Videos	10.00 dollars			
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Overdue notices and procedures:

Notices will be sent for overdue materials. After overdue notices have been attempted, unreturned items will be pursued via either a collection agency or district magistrate's court. In either case, all fees and costs will be charged against the borrower.

Damaged items:

A fee to repair or replace damaged items is charged. If the item must be replaced, the processing fee is also assessed.

Lost materials:

Not Lost; but Overdue

1. If returned before 2 months:
 - a. Overdue fines

Lost and Recovered

1. If returned before 2 months:
 - a. Overdue fines
 - b. Processing fees
2. If returned after 2 months: Patron is charged as per printed bill:
 - a. Processing fee
 - b. Replacement fee

Lost, Not Recovered and Billed

1. Patron is charged as per printed bill:
 - a. Processing fee
 - b. Replacement fee

Lost, Paid, then Recovered

1. If recovered before 2 months:
 - a. Overdue fines
 - b. Processing fee: default = Leave as is
 - c. Replacement fee is credited
2. If recovered after 2 months: Patron is charged as per printed bill:
 - a. Processing fee
 - b. Replacement fee

Default Replacement Costs:

Adult books	\$ 25.00		Juvenile books	\$ 15.00		Young Adult books	\$ 17.00
Adult Books on tape	\$ 17.00		Juvenile Books on tape	\$ 15.00		Young Adult Books on CD	\$ 30.00
Adult books on CD	\$ 40.00		Juvenile Books on CD	\$30.00		Playaways	\$ 50.00
Paperbacks	\$ 6.00		Board book	\$ 5.00		MP3 players	\$ 40.00
Periodicals	\$ 5.00		Juvenile graphic novel	\$ 9.00		Young Adult graphic novel	\$ 15.00
Music CDs	\$ 15.00		DVDs	\$ 30.00		Museum pass	\$ 15.00
Videos	\$ 15.00		DVD series	\$60.00 and up		Audio CD Cases	\$ 3.00 and up
Video case	\$ 5.00		DVD Case	\$ 5.00			

Checks Returned for Insufficient Funds:

If a check used to pay fines, fees or lost items is returned due to insufficient funds, the original fines, fees or lost item costs will be re-added to the patrons account. A \$10 insufficient fund processing fee will also be added to the patrons account. Payment of these charges must be made in cash.