



BCFLS CIRCULATION POLICY

Revised 10/2001,3/2005, 1/2006, 3/2008, 5/2008, 9/2010, 4/2013, and 11/2023; ADOPTED 6/2024

REGISTRATION REQUIREMENTS:

- Patrons must present PA Driver's License (preferred) or ID with a current address.
- Library cards are free for Butler County residents and patrons with a valid Access PA sticker.
- A yearly fee of \$20.00 will be charged to non Butler County residents or patrons without a valid Access PA sticker.
- All registration forms must be signed by the responsible party.
- All patrons under age 18 must have a parent/guardian sign the card application.
- There is no age limit for obtaining a library card.
- The replacement card fee is at the discretion of the individual member library.
- Only one registration per patron is allowed in the County database.

PATRON DATABASE:

- When a patron is in the database and has a card with an existing barcode, it is to be used.
- Patron records may not be deleted if fines or materials are attached to them.
- A batch delete of patrons with expired cards of five years or more will be conducted county-wide every January.

CIRCULATION:

- Patrons must have a valid library card to check out materials. A patron may check out with a PA Driver's License or photo ID in lieu of a library card.
- Eligible items that are checked out will automatically renew up to 3 times. Otherwise, renewals for items that are not on hold may be placed online, by phone, or at any member BCFLS library. Interlibrary loan items are not eligible for automatic renewal.
- Limit of 25 items per card.
- Material Class Codes, Patron Category Codes and Residence Codes may be changed only by the BCFLS System Administrator.

LOST MATERIALS:

- Patrons will be charged the current retail cost for lost materials.
- The fee for lost item(s) must be owed to the owning library.

FINES:

- All materials except videos and ILL's - \$.25 per day.
- DVD's and ILL's - \$1.00 per day.
- Readers and other devices - at the discretion of the library directors.
- Maximum Fine - Retail cost or best estimate to replace.
- Borrower privileges will be suspended when fines are \$5.00 or more.
- Fines may be paid at any library. The receiving library retains all fine money.
- When a patron has been sent to the magistrate or police, fines may not be accepted in any amount. The patron must deal directly with the police or magistrate.
- Forgiveness of fines is at the discretion of the library directors with the exception of fines related to police or magistrate cases.

INTERLIBRARY LOAN:

- A deposit can be collected at the director's discretion.
- Any ILL charges incurred from another library may be passed onto the patron.
- Only three ILL's can be requested at one time.
- If requested, a renewal may be granted upon the approval of the lending library from which the material was sent.

LIABILITY STATEMENT:

The system libraries accept no responsibility for the loss of damage to patron's property or equipment as a result of the use of any library materials.

Note that some of the policies listed above may be at the discretion of the director of that individual member library.