

Muncy Public Library Borrowing Policy

Library Card Registration

The Muncy Public Library (MPL) provides services to residents of the Muncy Borough, Muncy Creek, Muncy Creek Township, Muncy Township, as well as to all residents of Lycoming County who do not live in a service area with a home library location. Services are provided without discrimination in fulfillment of its mission.

MPL issues library cards to establish a patron account, facilitate loan of materials and use of online resources, and to enable the library to keep a record of which materials are on loan to patrons.

Individuals who live, own property, work, or attend school in Lycoming County are eligible for a free Full-Service library card.

Library cards are valid for use at all Lycoming County Library System (LCLS) Member Libraries, outreach vehicles, and LINK locations.

To borrow materials, a person must register for a library card. Applicants should present proof of residency and identity, and complete and sign a library card application. By virtue of registering for a card, the applicant agrees to accept responsibility for all fees or charges incurred through library transactions. Applicants are able to initiate registration online, but should present proof of residency and identity before receiving a library card.

Anyone of any age may register for and receive a library card. By virtue of completing registration for a minor, the adult agrees to be financially responsible for the use of the card and all fees and other charges incurred pursuant to the Borrowing Policy. At the discretion of the Director, and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child.

*The Muncy Public Library and staff do not act *in loco parentis*. In other words, parents bear the responsibility of what their minor child checks out on their account. (MPL will not check out DVDs rated R for restricted to any account not bearing an adult patron status).

MPL participates in the ACCESS PA Statewide Library card program and adheres to its rules and regulations for free reciprocal library cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card are eligible for a Limited-Service library card without a fee.

Non-residents of Pennsylvania may be issued a borrower card upon providing proof of identity in the same manner as county residents. These cardholders receive a Limited-Service Library Card.

All library transaction records are confidential under Article IV. Section 428 of the Public Library Code (24 PA C.S.).

Library Card Information

Identity and Residency Requirements

The applicant should provide their name, current address, and contact information, such as phone number or email address.

Types of Available Library Cards

Online Registration Library Cards

This card type is given to users who sign up for cards online using the online registration form. This card is only active for thirty days. Online Registration Library Cards can only be used to place holds. Patrons who place holds will have to verify their information before they can check out digital materials or physical items at a library location.

Limited-Service Library Card

This card type allows the cardholder to borrow physical materials at any LCLS location. This card does not include access to digital media types. This card does not give access to the ACCESS PA Statewide Library Card program or give the ability to utilize the library's Interlibrary Loan service (ILL) to request materials from libraries outside of Lycoming County.

Full-Service Library Card

This card type is issued to people who live, work, or learn in Lycoming County. Cardholders can access and borrow physical materials, including but not limited to books, DVDs, CDs, audiobooks, museum passes, etc. In addition, Full-Service cardholders can access digital media and specialty resources provided by the registering library. Cardholders may request Interlibrary Loan (ILL) materials available from libraries outside Lycoming County (if materials are older than six months).

Cardholder Responsibilities

Cardholders should present a valid library card in order to check out materials. If a library card is not available, the cardholder should provide an ID and proof of address that exactly matches the address on the account.

Adult cardholders can designate other adult cardholders to pick up reserved materials for them by completing a “Holds Pick-Up” form. This authorization is required to link both adult cardholder accounts.

A cardholder is responsible for all materials checked out on their library card and on the cards of minor children for whom they have assumed responsibility on a library card application.

Cardholders are responsible for all charges on their account, including payments for any lost or damaged items borrowed on their card.

Cardholders are responsible for reporting address, telephone, and/or email changes.

Lost or stolen library cards must be reported immediately so that the card can be invalidated. The owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen, although exceptions may be made due to certain circumstances at the discretion of the Director.

Cardholder Privileges

All cardholders may use their library barcode number to access library databases from home, check their library borrowing record, and place holds on library materials. Full-Service cardholders may also borrow electronic resources.

Home Library Restrictions

Cardholders who reside in a municipality owned by a home library in the Lycoming County Library System other than MPL may be restricted from borrowing digital materials. Borrowing policies vary by home library location. The LCLS libraries with which MPL shares materials include:

Hughesville Area Public Library

James V. Brown Library

Jersey Shore Public Library

Montgomery Area Public Library

W.B. Konkle Memorial Library

Suspension of Cardholder Privileges

A cardholder's account is considered not in good standing when items are overdue, lost, damaged, or money is owed. This status may affect the cardholder's ability to borrow materials, place holds, and/or use electronic/digital resources.

Privileges will be suspended when:

- There are accumulated charges of more than \$5.00 from lost or damaged MPL materials.
- There are more than three items with a status of 'claimed returned' or 'claimed never had' on the account.

*fines for other system member libraries will not limit patron abilities to borrow MPL materials. (lost items from other libraries may limit patron privileges at the Director's discretion).

Expiration of Library Cards

Library card registration must be renewed every three years. Patron addresses will be rechecked annually. If there has been no activity on the account, there are no outstanding charges in excess of \$30.00, and there are no unreturned materials, the account is considered inactive after three years and is deleted from the library system.

Material Loan Periods Loan periods for physical materials

Audiobooks: 21 days

Board Games: 21 days

Books: 21 days

DVDs (Individual): 4 days

DVDs (Multi-disc series or sets): 21 days

Music CDs: 21

Renewals

Most materials, unless on hold for another patron, will be automatically renewed (“auto-renewed”) as their due date approaches.

*Audiobooks: 3 auto-renewals

* Board Games: 1 auto-renewal

*Books: 3 auto-renewals

*DVDs (Individual): 1 auto-renewal

*DVDs (Multi-disc series or sets) 1 auto-renewal

*Music CDs 3 auto-renewals

Items may be renewed at the library, online through the library website, or by phone.

Items owned by MPL may be renewed a maximum of three times, including auto-renewals. Renewals for longer loan periods are granted on an exception basis.

There is no maximum number of items a patron can check out at MPL, including DVDs.

*MPL reserves the right to limit borrowing on accounts that are not in good standing.

Placing a Hold (or Request/Reserve)

If an item is not available at the time and place that it is sought, cardholders can place a hold (request/reserve) on the item at the library, by phone, or online. Cardholders will be notified when the item is available. Items placed on hold (requested/reserved) may be picked up at the library. Held items must be picked up within 7 days of the hold being triggered. Holds will be canceled if a held item is not picked up within 7 days of the hold being triggered. Extensions on held MPL items can be made by Director in the event of certain circumstances.

Hold Limits

There are no limits to the number of holds a cardholder may place on physical materials. Cardholders with MPL accounts that are not in good standing are unable to check out holds.

Returns and Book Drop Policy

Most items belonging to MPL may be returned at any LCLS Member Library. Exceptions include specialty materials, which should be returned to MPL: board games, puzzles, and STEM kits/Family bags.

Exterior book drops are available at all LCLS Member Libraries for the return of materials when the library is closed. Our book-drop is located next to our back door entrance.

Please do not return DVDs and audiobooks in the book-drop. These items are easily damaged.

Fines

MPL is committed to making materials available to the public in an equitable manner. MPL does not charge overdue fines on standard library materials such as books, audiobooks, DVDs, CDs, or magazines. MPL may charge fines for lost or damaged MPL collection materials. Materials that are borrowed from other LCLS Member Libraries may accrue fines if not returned by their due date.

Libraries in our county system that charge overdue fines and may not auto-renew their materials:

Konkle Library

Jersey Shore Public Library

Fines are calculated based on the open dates of each individual library and vary by material type.

Overdue Notices

Cardholders are notified preferably by phone when items checked out become overdue. A billing invoice is sent if, after 2 overdue notices, the items have not been returned. Patrons receive overdue notices from the library using the notification preference listed in their library card account.

- 15 days after an item has become due, patrons are sent an overdue notice.
- 30 days after an item has become due, patrons are sent a second overdue notice.
- 45 days after an item has become due, item is charged as lost and patron is sent a billing notice.

Fees

*Lost/damaged card: No charge

*All other lost/damaged items: List price of the item as indicated in the item record

* Processing fees for MPL-owned items: No charge

Refunds

The library will not issue refunds after payment is made on items that are lost, even if an item is found by the patron.

*Approved by Muncy Public Library's Board of Trustees on 8/11/26