

# Cumberland County Library System

## Library Card Services

(Creation & revision: 1/27/1997; 4/21/1997; 1/24/2000; 2/26/2001; 7/1/2004; 7/19/2004; 1/26/2009; 5/21/2012; 11/18/2013; 3/21/2016)

People who have a valid Cumberland County Library System library card may borrow physical and digital library materials, attend library programs, use library computers, and use the library system's online databases and services.

People who have a valid temporary 30-day account number may use limited services in the library system's catalog and online databases.

Juveniles age 16 and younger who attend school in Cumberland County or the Shippensburg Area School District, may be issued a digital library card to use library web site services.

Adults or institutions who are eligible for STAR homebound services may be issued a STAR digital services only library card to borrow digital materials and use library web site services.

### **Who is Eligible**

A library card is available at no charge to those who live or pay property tax in Cumberland County or in the Shippensburg Area School District.

Library cards are available at no charge to Pennsylvania residents who visit the library system and have a valid Access Pennsylvania library card.

Library cards are also available for a charge of \$5 per month for Pennsylvania residents who do not have a valid Access Pennsylvania card or for those who do not live in Pennsylvania. Non-resident cards must be purchased in person. (If an individual who paid a non-resident fee permanently moves to Cumberland County or the Shippensburg Area School District, any remaining months for which the fee has been paid will be refunded by the library at which the fee was paid.)

Library cards expire after three years of inactivity. Expired cards may be reinstated by following the registration procedures listed below.

### **How to Apply**

Applicants must provide identification and proof of current address.

If an applicant applies online, they will receive a temporary 30-day account number to use some web site services. To complete their registration, applicants must visit the library and provide identification and proof of current address before the 30-day period expires.

If the applicant's identity is verified, but their current address is not verified, the applicant may borrow a maximum of two items until proof of current address is provided.

For juveniles age 16 or younger, written parent/guardian approval must be obtained as well as proof of parent/guardian identity and current address to obtain a library card with all privileges. Adults who have co-signed for a juvenile card may obtain information regarding the juvenile's library card account.

Juvenile card holders may use all library materials and services, including filtered Internet access. To assist families with providing Internet supervision, parents have the option of blocking their child's library card from using Internet Computers. (Note: Children with blocked Internet access may still use the library's Catalog and Database Computers. These computers have restricted access to web sites listed in the library's catalog and reference databases purchased by the library system.)

If the parent/guardian is not a customer in good standing (or is ineligible to do so), a juvenile library card with all privileges may not be issued.

If a parent/guardian of a juvenile who attends school in Cumberland County or the Shippensburg Area School District is unable to visit the library to provide written consent for a library card, the child may be issued a digital library card to use library web site services.

### **Library Card Holder Responsibilities**

(Creation & revision: 12/15/2008; 3/15/2010; 5/21/2012; 6/20/2016)

Card holders agree to present their card, or library barcode number facsimile, or photo identification each time they borrow materials or use library computer resources. Card holders are responsible for any fines or fees, and for any lost or damaged items borrowed on their card. In addition, card holders agree to abide by the Cumberland County Library System's policies and to report any address, telephone or email changes, or the loss of his/her card immediately.

Card holders may designate someone to act on his or her behalf for checkout of materials by sending his or her library card with another party. However, use of library computers is restricted to the library card holder.

When borrowing library materials, library card holders are responsible for verifying that each item is intact and that all parts are present before leaving the building. If part of an item is missing (such as a disc or accompanying literature), the borrower must report it to public services staff before leaving the building. If the missing item is not reported before leaving the library, the borrower will be responsible for any missing parts and will be charged for the loss of the item.

### **Lost Library Cards**

(Creation & revision: 1/27/1997, 4/21/1997, 1/24/2000; 3/15/2010; 11/18/2013)

A new library card may be issued to patrons reporting a lost or stolen library card. All regular registration requirements must be satisfied when replacing a card--e.g. address verification and parent/guardian signature.

Lost cards are replaced for a fee of \$3. This fee is not charged when replacing cards that are worn due to normal use, or to replace cards that are lost due to circumstances beyond the customer's control such as theft, flood, fire, etc.

### **Suspension of Library Card Privileges**

(Creation & revision: 1/27/1997; 12/15/1997; 7/20/1998; /26/2001; 11/20/96; 11/18/2013; 11/21/2016  
EFFECTIVE 3/1/17)

Library card privileges are suspended if a card holder:

- Has any outstanding fines, fees or other charges on his or her account; or
- Has more than 100 items checked out; or
- Has violated other library policies.

In cases of economic hardship, exceptions to this policy may be granted if a payment plan is established with the library and payments are made as scheduled. If payments are not made in accordance with the schedule, library card privileges will be revoked.  
Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library System