

BORROWING POLICY

Borrowing Periods

The Reading Public Library lends items to all public library card holders with library cards in good standing (i.e., no billed items). Unless otherwise noted, all Reading Public Library materials without waiting lists may be renewed twice. Please see “Renewals” for further information.

14 Days

- Books
- Magazines
- Audiobooks
- Videogames
- Library of Things ¹

7 Days

- Express Books (no renewals) ²
- DVDs
- CDs
- Telescope ¹

3 Days

- Express DVDs (no renewals) ²

1 Day

- Museum Passes (no renewals) ³

¹ Certain materials, such as items in the Library of Things, must be picked up and returned at the Reading Public Library.

² Express items may not be placed on hold, but are available for in-library browsing.

³ Certain materials, such as museum passes and selected online resources, are limited to Reading residents.

**Special arrangements may be made by request. Extended loans are also available to Reading teachers and for school or special projects.*

Checkout Limits

Most library materials have no borrowing limits. However, to allow everyone to have access to items in certain collections we limit:

- Video Games: 2 per patron.
- CDs or DVDs: 20 per patron.
- Adult Library of Things: 2 per patron.
- Children’s Library of Things: 2 per patron.

To protect our collections, the library reserves the right to refuse service to anyone who abuses borrowed items, or is repeatedly late in returning borrowed items.

Special Collections

Local History

Items in the Library's local history collection, including microfilm, do not circulate. Access to the local history room is by request only. Reservations are through the Research and Reader's Advisory desk and may be made in advance or on a walk-in basis.

Library of Things

The borrower must read and sign equipment agreement. Certain items, such as the audio-visual equipment, may have age restrictions.

"In-Library Use" Equipment

This equipment may be used ONLY in the library and is generally checked out for two hours per day. The borrower must read and sign equipment agreement as needed. Certain items may have age restrictions.

Renewals

Autorenewal uses an automated process to identify and renew items that are eligible for renewal. Autorenewal for Reading patrons applies only to items that belong to the Reading Public Library. Items from other NOBLE libraries may be renewed in person, by telephone or online.

Please note all materials from non-NOBLE libraries may not be renewed.

Restriction of Borrowing Privileges

Borrowing materials is unrestricted unless the patron has overdue items with a billed status. The billed status (as established by the automated system) is firm, and unless there is compelling reason to act otherwise, delinquent patrons will be unable to check-out any library materials until their record is cleared.

Fines and Fees

Please see the Fines and Fees Policy for information regarding overdue, lost, or damaged materials.

Adopted: August 14, 2017
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Amended: November 9, 2021