

BORROWING, FINES, AND FEES POLICY

Purpose

This policy outlines the borrowing privileges and related fines and fees for use of Reading Public Library materials and services.

Borrowing Privileges

The Reading Public Library provides lending services to all public library cardholders whose accounts are in good standing, meaning they have no outstanding bills for long-overdue, lost, or damaged items. Items classified as non-circulating can only be used within the library during open hours.

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.

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.
- Adult Library of Things: 2 per patron.
- Children's Library of Things: 2 per patron.

Notices and Fines

All notices, communications, bills and account blocks are generated through the Evergreen system and are in accordance with the NOBLE "Standard Overdue and Billing Policy." Additionally, the Evergreen system will automatically send electronic renewal notices and return reminders to Reading cardholders as needed.

The only Reading Public Library issued fine is the replacement cost for lost items. Reading patrons are also responsible for the replacement cost for lost materials or damaged items from any library but are not held responsible for other overdue fines incurred at other libraries.

Patron accounts are blocked forty-two (42) days after the due date and the item will be assumed lost. The account will remain blocked until the patron returns the item or pays the replacement cost.

Fines may be paid in person using cash or check, or online with a credit card from the patron's account.

Fees

- Printing/Copying \$0.20 per page black/white
 \$0.25 per page color
- Document retrieval \$0.20 per page black/white
 \$0.25 per page color
- Replacement Cards \$1.00

Adopted: August 14, 2017
Amended: October 15, 2019
Amended: November 9, 2021
Amended: December 11, 2023
Amended: March 11, 2024