



# Borrowing Policies

## Obtaining a Library Card

The West View Hub will issue library cards at the West View Hub.

All residents of West View Borough are eligible for a free library card. You may use your card at The West View Hub Library only. Other surrounding libraries require an additional library card.

To get your card, please present a valid form of identification with your current address at the reference desk located the Hub. Children and young adults (under age 18) must have a parent or guardian sign their library card application.

By signing an application for a child or young adult, the parent or guardian grants that child permission to access all materials in the Hub, including the internet. The parent or guardian also accepts responsibility (including financial responsibility) for all materials checked out with the child's card. Please remember that you are responsible for all library materials borrowed on your card.

## Borrowing Policy

The West View Hub issues cards to individuals who desire to borrow our materials or access our services. The cards are issued in good faith and cardholders must accept and be bound by the accompanying rights and responsibilities. The West View Hub reserves the right to suspend privileges if library policies outlined below are violated.

## Loan periods

Videos, DVDs, CDs and books may be borrowed for 21 days. All other library materials may be borrowed for 21 days. There is a limit of 10 books and 2 Videos, DVDs or CDs that may be borrowed at any given time.

## Renewing Library Cards

Most accounts expire every two years and must be renewed with proper ID. Minor children's accounts require a parent/guardian's ID for renewal. \*\*\*Note: You will not be issued a new library card. The information is just updated in the library's lending system.

## Reserving items

Items that are currently borrowed by another user may be reserved over the telephone or in person. Requests will be granted in the order they are received.

## Damaged Items

Customers are responsible for the care of library materials in their possession. Items deemed damaged beyond repair will be billed to borrower as a replacement charge. The cost will be determined based on the pre-lent condition and age of the item. The item must be paid for before the borrowing privileges are restored.

## Lost Materials

Library items that are lost or remain unreturned after six weeks from the due date are to be reimbursed by the borrower. The item must be paid for/replaced before the borrowing privileges are restored.

## Confidentiality

To protect your privacy and in accordance with Pennsylvania statute, we cannot discuss your library account with any individual. The individual(s) will not have access to view the items on your account and will not be able to check out anything other than your reserved items. If you need to discuss your account by phone, you will be asked to provide your card number and verify your address and/or other information.

Approved \_\_\_\_\_ By \_\_\_\_\_