

Lending Policy of the Wilkinsburg Public Library

Policy number: 102

Date adopted: October 11, 2022

Replaces: All prior Wilkinsburg Public Library Lending Policies

PURPOSE:

To establish guidelines for the lending of library materials to library patrons

STATEMENT:

Physical and/or digital library materials are available for borrowing to any patron with Allegheny County Library Card. Library patrons are financially responsible for all borrowed library materials. Parents or legal guardians are financially responsible for any borrowed library materials charged to individuals under the age of 18.

OBTAINING A LIBRARY CARD:

There are several ways to register for a Wilkinsburg Public Library (WPL) card, either online or in person at the main or Eastridge branch. *Online registration may require you to stop in to retrieve your actual library card.*

All residents of Allegheny County are eligible for a free Wilkinsburg Public Library card. You may use your card at WPL or any Allegheny County Library.

To get your card, please present a valid form of photo identification and proof of your current address at the customer service desk located in the lower level of the library. Residents of other Pennsylvania counties may also receive a free card if their home library participates in [Access PA](#). 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 library, 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.

FINE-FREE STATUS:

Wilkinsburg Public Library materials no longer accrue overdue fees. Patrons will be able to return borrowed materials at any time without a fee charged to their account. NOTE: If a bill is

sent to patron's account for an item being overdue, it will not be collected. The library will only bill a patron for items that are not returned after the 6th renewal.

LOAN PERIOD:

All library materials are available for a loan period of 21 days.

RENEWALS:

Most materials can be renewed up to six consecutive times. (Some materials have no renewals such as items in the library of things.) Most materials will automatically renew unless another patron has put a hold on the material. Patrons can access their accounts in the online catalog, on the library app on their phone, or may call the library to check their material due dates.

REQUESTS & HOLDS:

Patrons can request materials be sent to the Wilkinsburg Public Library for borrowing. Holds must be picked up within seven days or the hold will be cancelled.

LOST & DAMAGED MATERIAL:

Wilkinsburg Public Library does not accept replacement items in the event of losing or damaging an item. Patrons should contact the library for further instructions and/or assistance. We no longer charge a \$5 processing fee for these materials.

RETURNS:

Borrowed materials can be returned to any public library within Allegheny County.

INTER-LIBRARY LENDING:

Anyone with a library card from participating libraries is eligible to use ILL. Materials may be renewed a total of one time. Materials may be returned to any Carnegie Library of Pittsburgh or Allegheny County Library Association Library. It is recommended that items be returned in person, rather than via return book drops. Most materials are available at no charge, but occasionally a lending fee applies. Patrons will be asked to indicate on the request form the maximum cost that you are willing to pay to borrow the item. IF AN ITEM WITH A LENDING FEE IS REQUESTED THE PATRON IS RESPONSIBLE FOR THAT FEE WHETHER OR NOT THE ITEM IS PICKED UP.