

Lebanon County Library System

Library Cards and Cardholder Responsibilities Policy

How To Obtain a Lebanon County Library Card

Lebanon County Residents: Lebanon County residents are eligible to register for a Lebanon County Library System (LCLS) card for no fee. This card provides borrowing privileges at any of the six libraries in the county. Applications are available at each of the six libraries.

To register, you must provide valid proof of residency and identification, and complete and sign a registration form. This signed form will remain on file at the library at which you registered.

Pennsylvania Residents: Pennsylvania residents living outside of Lebanon County who hold a valid Access Pennsylvania library card may use the services of Lebanon County libraries as long as they have a valid card from their home library. Pennsylvania residents with an Access Pennsylvania card must complete and sign a Lebanon County Library System registration form and agree to abide by the county-wide policies. Each LCLS member library may reserve the right to restrict non-circulating items for lending outside of the county.

Non-Lebanon County Residents who do not have a valid out-of-county library card may obtain a temporary pass to use the library computers by presenting valid proof of residency and identification.

Children Under 18: Juvenile cards are issued to county resident children. Children under the age of 18 must have a parent or legal guardian co-sign their library card registration form. The parent or legal guardian must provide proper ID and proof of address. The parent or legal guardian assumes responsibility for the materials borrowed on the child's card. [see *cardholder responsibilities*]

Temporary Card: Temporary cards are offered to individuals who have a temporary Lebanon County address, live outside Lebanon County but do not have a library card from their home library, or who are visiting the county. Valid state ID with proof of address is required, along with proof of the temporary Lebanon County address, if applicable. A \$25 non-refundable fee may be required for a temporary card. Borrowing will be limited to two items at a time. (Items such as ereaders, Playaway Views, Launch Pads, reading packs, teaching packs, kits, and interlibrary loans may not be borrowed with a temporary card.) Regular computer access will be provided.

Cardholder Responsibilities

Once a library card is issued, the cardholder, regardless of age, will be the only individual authorized to use the card.

Library cardholders must have their library card, their card loaded in the library's mobile app, or valid photo ID with them in order to borrow materials. A library card number and PIN are required for computer access. For account security, the library will not provide the barcode number or PIN in absence of the library card.

The card holder is responsible for the cost of any lost or damaged items, as well as for any fines for late materials borrowed on the card.

Parents or guardians are accountable for all materials borrowed by their children under the age of 18.

Lost or Stolen Cards: Initial library cards are free. Cardholders should contact the library if their card is lost or stolen. Replacement cards cost \$2.00.

Address/Contact Information Changes: Cardholders should notify the library at which they registered to report address, telephone, or email changes.

Borrower Privileges:

Library cards are valid for use at all Lebanon County member libraries. Registered borrowers may use their library barcode number to access online services from home. Online services include the ebook library, Access PA databases, and the online catalog.

How to Access Your Online Account

Go to www.lclibs.org. Select FIND ITEMS IN MY LIBRARY, select Log In, and enter library card number and password (pin).

From your online account you may request an item, renew an item, view late fees, and manage your account.

How to Access Downloadable eBooks and Audiobooks:

Go to www.lclibs.org. Select EBOOKS. eBooks downloads are managed through Overdrive. Borrowing and registration for eLibrary books is different from borrowing regular materials through the libraries [See Borrowing/Lending Policies]. You will need a valid Lebanon County Library card number.

Borrower Card Terms:

- A library card is valid until it expires. If a card is not used for three years, borrowing privileges will be suspended until the account is updated. Card records are purged after ten years of non-use if there are no fines or fees and no fines or fees on dependents' accounts.
- Juvenile records may be purged after five years of non-use if there are no fines or fees associated with the card.
- Borrower cards and records with fines and/or fees are never purged.

Revocation of Library Privileges

A Lebanon County library may revoke or suspend borrower's library privileges:

- If they do not abide by the member library's behavior policy or other policies.
- If there are accumulated charges of more than \$5.00.

Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the library system or local member library.

Policy Approval:

Approved by the board of trustees April 10, 2023.