

**Prince William Public Libraries
Library Policies**

Library Cards and Fees – Borrowing Privileges

Approved by the Library Board of Trustees March 24, 2022

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Library Cards and Fees – Borrowing Privileges

Library borrowing privileges are extended to an individual who meets eligibility requirements for a free library card or purchases a non-resident card.

A person applying for a card must provide adequate identification which verifies their address, i.e., driver's license, checkbook, postmarked letters addressed to applicant, car registration, rental agreement, lease, utility bill, official online documents, or identification.

The Library requires a parent or guardian of an applicant under 18 to sign a Library User Agreement form or registration document accepting responsibility for the materials checked out on that record. The minor's signature on the library user agreement form is not mandatory.

Check Out of Materials

Borrowers must present a valid library card, the library card number or identification in order to check out or renew items. If a Borrower does not have their library card or library card number, they must provide identification in order to check out materials. If no library card, library card number, or identification are available, a Borrower is limited to three (3) items upon verbal verification of phone number and address this session.

Loan Period

The loan period for all materials is three (3) weeks. If no requests are placed on the checked out materials, they may be renewed up to four (4) times. Exceptions to the check out period are listed below.

Loan Period Exceptions

- Books-to-Go are loaned for six (6) weeks.
- Ebooks are loaned for seven (7), fourteen (14), or twenty-one (21) days with no renewals.
- "Vacation Loans" of up to fifteen (15) weeks may be granted as long as there is no hold queue for the item.

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Number of Materials That May Be Borrowed

- There is a limit of 100 items which may be borrowed.

Checkout Restrictions

A Borrower will be restricted from checkout of additional items and lose Internet access privileges if they owe \$20.00 or more in fines/fees. A Borrower may be advised that if their account has not been sent to debt collection, they may check out no more than three items at the *current* session, and that no additional items may be checked out until full or partial payment is made and the total outstanding amount owed is less than \$20.00.

Lost, Missing, Damaged, Interlibrary Loan and Other Materials Fees

- A borrower is responsible for the replacement costs of any damaged or lost materials, or items missing pieces that are checked out on their record, if it can be determined that the borrower is at fault.
- Patrons are required to pay all accrued lost materials charges, ILL overdue fines/fees, damaged/missing material charges, Debt Collection fee, return check fee or any other special fees.
- All library privileges are suspended when a library account reaches \$20.00.
- 60 days after an account reaches \$100.00 it becomes a debt collection issue and an additional \$10.00 service charge is then added to the account.

Refunds

- No refunds will be issued for paid lost materials. (Library Board 1/11).

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DEBT COLLECTION

The Library Board has contracted with Unique National Collections to get books and other materials back and fees collected. Unresolved accounts are assessed a \$10.00 service charge in addition to any existing fees, damaged item replacement cost and lost item replacement costs. The borrower must pay all fines and costs plus the \$10.00 service charge. Staff and volunteers are not exempt from Debt Collection if they have \$100.00 or more in lost/damaged items or ILL fines/fees on their records. Once a patron has been sent to Unique, they may not check out any items until all fees and service charges have been collected.

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Supersedes: 3/1977; 9/1994; 8/2006; 1/2011; 1/2019; May 27, 2021