



## **Borrowing Policy**

### Getting a Library Card

The Staunton, Augusta County, and Waynesboro libraries share the same computer system and materials via the Valley Libraries Connection (VLC). Cards may be issued at any VLC location and are valid for use in all VLC libraries. Applicants must resolve any outstanding charges with any Valley Libraries Connection library before a new card can be issued. Library cards are good for two years unless otherwise indicated. Materials may be returned to any VLC location.

Staunton Public Library cards are free for anyone who lives in the cities of Staunton, Buena Vista, Charlottesville, Harrisonburg, Lexington, and Waynesboro; or the following counties: Albemarle, Augusta, Bath, Greene, Highland, Louisa, Nelson, Rockbridge, and Rockingham. Employees of the City of Staunton and the Staunton City Schools may have a card regardless of where they live. A pay stub will be considered verification of their employment.

To get a card, patrons must fill out the library card application and present:

- 1) Photo ID (acceptable IDs include US government issued driver's license or state ID card, or a passport)
- 2) Proof of current mailing address (acceptable proof includes photo IDs listed above, checkbook, lease agreement or mortgage, voter registration card, a bill or pay stub, or some other official document)
- 3) - or - Student ID and proof of home address if the patron is a full-time college, VSDB, or Stuart Hall student.

Children under 12 are eligible to apply for a card with their parent or caregiver's permission. A caregiver must be 18 years or older, unless they are the child's parent, and have their own library card. The parent or caregiver will be linked as the child's responsible party. Children 12 – 17 may apply for a library card without a parent or caregiver present.

Anyone who is visiting, temporarily living here, or who lacks proper photo ID may check books out and use the Internet by registering as a Temporary Borrower.

- 1) Temporary Borrowers must fill out a registration form and present a photo ID with their permanent address when possible. If the patron is temporarily living here, a local address must also be presented when possible.
- 2) Upon registration, a Temporary Borrower may borrow only 2 items at a time.
- 3) When the borrower is ready to leave town and has returned all materials, they may return the card.

### Loans and Overdue Fees

Each card is limited to 100 total items at one time. Some collections may have limits on the number of items that may be checked out from that area. Please speak with a staff member for collection-specific limits.



Renewals may be made requested in person, by phone, or by using the online account. Items may be renewed unless there are holds on the materials. VLC software will automatically renew all loans on their due dates provided there are no holds on the items and the renewal limit has not been reached.

VLC locations do not charge overdue fines, though patrons will still be held responsible for long overdue, lost, or damaged items.

### Account Notifications

Patrons have their choice of receiving overdue notices by telephone, email, or text message and will receive a series of messages to remind them to return their materials. It is the patron's responsibility to notify the library of any changes to their contact information.

### Loss of Privilege

A patron will lose their borrowing privileges if one or more of the following occurs:

- 1) Fee balance exceeds \$10.00
- 2) 20 items have an overdue status
- 3) One or more items are considered Long Overdue

Items are marked as Long Overdue 30 days after the original due date. Items are considered lost 60 days after the original due date and the patron is charged for these items.

When a patron's account balance goes over \$35.00, the account is sent to our materials collection agency, an additional charge is added to the account, and the account will be blocked until the charges are settled in full.

### Lost or Stolen Cards

Patrons are responsible for everything checked out on their cards. If a patron's card is lost or stolen, they must notify the Library immediately. Replacement cards are free, but patrons need to present photo identification to receive a new card.

### Freedom to Read

Our collection contains materials representing many points of view. The Library respects the right of all patrons to choose materials.

Parents are responsible for guiding these choices for their children. The Library permits children access to all materials in the system. If a parent or guardian desires to limit their child's access to library materials or services, it is the parent or guardian's responsibility to do so.