

Library Circulation Policies- Effective May 1st

Library Cards

- 1) Library cards are free to West Virginia residents and individuals who pay taxes in West Virginia. Individuals who do not fit this criteria will be charged a yearly fee of \$15.00 per card.
- 2) Residents of Morgan and Jefferson Counties can use their home library card to check out material from MBCPL.
- 3) A library card is needed to check out material from the library or to use library computers
- 4) Replacement cards are \$2.00
- 5) Initial checkout for new card holder is limited to three items.

Requirements for Library Card

A picture ID, such as a driver's license, is needed to obtain a library card. If the picture ID does not have a current address, then a second item with name and current address, such as a utility bill or rental agreement, is required.

Children's Library Card:

Children ages 1-18 are invited to have their own library card. A parent, or responsible adult, must accompany the child and present identification for a library card as described above. The adult does not have to be a parent; however, they are responsible for any fines and lost books on the child's card. The library card of the parent (or responsible adult) will be linked to the child's card. If a parent presents their card they can check out items on their child's card, even if they do not have the child's physical card at that time. If one card has more than \$5.00 in fines than every family member whose card is linked to that card will be blocked from checking out items or using the computer.

Educator Card:

Residents of Berkeley County who are educators may request that their card status be changed to educator. Educators can check out up to 40 items per card and have up to 40 holds. Items can be checked out for 9 weeks. DVDs and Audiobooks can be checked out for extended periods of time at the discretion of the manager.

Circulation Periods, Renewals, and Fines

- 1) Books, Audiobooks, and Magazines check out for twenty-one days. Items may be renewed twice if another patron does not have a hold on the item. Fines for late items are \$.10 per day. Maximum fines per item \$3.00.
- 2) DVDs, Blu-Ray, and Videogames check out for 7 days and can be renewed once (if there are no holds on the item). Fines are \$1.00 per day with a maximum of \$5.00 per item.
- 3) To check out materials or use the computers, patrons must keep a balance of \$5.00 or less in fines on their card and any cards that they are responsible for (i.e. their children's cards)

- 4) Library patrons will have the opportunity to return overdue books quarterly without being charged a fine. Fine Free days will be the last Saturdays in July, October, and January. Patrons will not be charged fines during National library week in April.

Item limits

- 1) 5 Audiobooks
- 2) 2 Videogames per adult card.
- 3) 5 DVDs per adult card. One of the 5 DVD checkouts can be a TV series.
- 4) 30 items total per card

Lost/Damaged Items

- 1) Patrons who have lost or damaged an item can choose to:
 - a) Pay the retail price
 - b) Pay the "Amazon" price plus a \$2.00 processing fee. This must be the Amazon's price for a new item, not other sellers on the site.
 - c) Bring in a replacement item and pay a \$2.00 processing fee. Replacements must be new and in the same format as the original item. For example: A hardback book must replace a hardback book.
- 2) Fines accrued on the lost item will be waived once payment (or the replacement) is received

Renewing an item

Items can be renewed online, in person, or on the phone prior to their due date. Items that are already overdue can be renewed by phone or in person- any fines incurred prior to renewal will be added to the patron's account. Books, magazines, and audiobooks can be renewed twice. DVDs and Videogames can be renewed once. Items cannot be renewed if a hold is pending.

Borrowing from other libraries and placing holds

Patrons can request that items in the catalog be sent to their home library and held for them to pick-up by placing a hold on the items. Patrons can also place holds on items that are currently checked out or on order.

Patrons can place holds on items from the libraries in Berkeley, Jefferson, and Morgan Counties. Please note that items with new status will not be available to patrons outside of their home county. Materials are delivered four days a week through the courier system. Patrons can choose to be notified by phone or email when an item is available for pick-up. The library will hold the item for 10 calendar days.

Patrons can place holds on up to 10 items at a time

Interlibrary Loan: Items that are not available in Berkeley, Jefferson, and Morgan Counties can be requested through interlibrary loan. Patrons can request up to 3 items at one time. Please call or visit the library to request an interlibrary loan.

