

Borrowing Policy

Getting a Library Card

- Any resident of Delaware County or Access Pennsylvania card holder may apply for a library card.
- Applicants must supply a photo ID with current address OR a photo ID and supplemental proof of address from an official source.
- Parent/Guardian’s signature required until the child is 18
 - Both the parent/guardian and the child(ren) must be present when applying for the card.
- The first library card is free; subsequent library cards are \$3.00 each.

The individual to whom the card is issued is responsible for the following:

- The return, in good condition, of all materials borrowed.
- Payment of fines incurred for any overdue, damaged or lost materials.
- Reporting a lost or stolen card immediately.
- Reporting promptly any changes in name, address or phone number.
- All charges on the card as the result of lending the card or library materials to another individual.
- Parents or guardians of a juvenile library cardholder agree to be responsible for the above.

Borrowing

- Patron must have their library card to check out an item. If they do not have their library card, a photo I.D. may be presented in its place.
- Borrower may not use another person’s library card except with the owner’s permission.
- Library material is due on the date printed on the receipt issued at checkout (if requested) and noted in the patron’s online account.
- No patron may have more than 100 physical items checked out at any given time.

Loan and Renewal Limits

All material types include Adult, YA, and Children’s items unless otherwise specified.

Print Materials

Material Type	Loan Period	Renewal Limits
Fiction & Non-Fiction	21 days	3 renewals
NEW Fiction, Non-Fiction, & Graphic Novels		
Graphic Novels		
Magazines		
Lucky Day Books**	7 days	No renewals

**No holds. Items must be picked up and returned to SwPL.

Audio/Visual Materials

Material Type	Loan Period	Renewal Limits
Audiobooks on CD	21 days	3 renewals
Music CDs		
DVDs	7 days	No renewals
NEW DVDs	7 days	

Library of Things

Material Type	Loan Period	Renewal Limits
Kindle e-Readers	21 days	1 renewal
WiFi Hotspots		No renewals
Other Technology and Electronic Materials (see staff for complete list)*	7 days	
Board Games, LEAP Kits, Sensory Kits*	7 days	
Museum and Recreational Passes**	3 days	

*Items must be picked up and returned to SwPL.

**Limit one (1) checkout per household per pass. No holds. Must be picked up and returned to SwPL.

See [Museum and Recreational Pass Policy](#) for additional terms.

Renewals

If eligible, items will renew automatically up to three (3) times. Renewals may also be made online, by phone or in person.

- Items may be renewed in person at any library, by phone, and online.
- No renewals for items on hold.
- No renewals for 3 or 7 Day “can’t renew, can’t hold’ items.
- No renewals for expired accounts or blocked accounts (see below).
- Patrons do NOT need to bring the item into the library to renew.
- Patrons may renew books that are less than two (2) weeks overdue. The patron is still responsible for any fines that have accrued.
- Overdue items cannot be renewed online.

Blocked Accounts

Checkouts and renewals will be blocked when:

- Fines of \$20.00 or more have accumulated
- An item reaches more than two (2) weeks overdue
- A patron has been billed for an overdue item (when an item reaches more than 28 days overdue)

Fines and Fees

Material Type	Overdue Fine (per item)
Adult & YA Materials (incl. DVDs)	\$.25 per day
Children's Materials (incl. DVDs)	\$.10 per day
LEAP Kits	\$1 per day
Museum Passes	
Board Games	
Technology/Electronics	

Maximum overdue fine per item: \$10.00

Notices

- **Renewal** notices are sent three (3) days before an item is due.
 - Note: Patrons who have opted out of email or text message notifications will NOT receive renewal notices.
- **Overdue** notices are sent when an item reaches 14 days overdue, 21 days overdue, and 28 days overdue.
 - Note: Patrons who have opted out of email or text message notifications will receive printed overdue notices in the mail.

Lost & Damaged Items

Once an item has been kept 28 days after the due date, the item will be assumed to be lost and the user will be responsible for the cost of the item. Patrons that have opted out of email or text message notifications will receive a replacement bill in the mail.

- Fees are assessed according to the price listed in the catalog record for the item.
- Damaged items that are paid for become the property of the library user, except for Museum and Recreational Passes.
- Replacement copies for lost/damaged items will be accepted at the library's discretion.
- Refunds will not be issued for replacement costs or for overdue fees.

Users will be charged for the cost of library material that is returned damaged to the point where the item must be withdrawn from the collection. Damage includes but is not limited to:

- Writing or coloring
- Missing pages
- Item has pages that have been torn or item has been chewed
- Item shows evidence of water damage, mildew or infestation
- Tapes or discs are broken or warped or no longer playable

If a lost or damaged item is one piece of a set, the user is responsible for the full price of the set if the library is unable to purchase the lost or damaged piece.

***Adopted by the Swarthmore Public Library Board of Trustees November 17, 2015
Revisions approved on February 20, 2024.***