

# Library Card & Borrowing Policy

## To Get a Library Card

You may pre-register for a library card online to save time, or ask a staff member to register your information for you when you visit your nearest library branch. Before your library card is issued, you will need to visit the library and provide photo identification showing your current address. A Maryland driver's license or MVA identification with a current address will be accepted. A picture ID (work, school, bank id, etc.) may be used together with a proof of address such as mail or utility bill. Please call the library at 410-651-0852 to inquire about other acceptable forms of identification.

Children under 18 must be accompanied by a parent or legal guardian when applying for and/or picking up a card in the library. The parent or guardian must accompany the child and show photo identification for the person who will be responsible for the child's library use. If the parent or legal guardian has a library card, it must be in good standing in order to register a card for the child. Youth under age 18 must have permission of a parent or guardian in order to borrow DVD's or videos. Children are not restricted in borrowing or using library materials by the library staff.

All materials checked out on your card, or on your child's card, are your responsibility. Please report lost cards immediately. You must have a card to check out materials and access the computers from the Somerset County Library System.

## Circulation Rules

Loan period - 21 DAYS for most materials.

Exceptions to this are as follows:

- Children's DVD's - 7 days
- Adult DVD's - 7 days
  - *Limit of 5 DVDs per adult or youth library card*
- Periodicals - Current issues must be used in the Library; month-old back issues can be checked out for 21 days

## Renewal

A patron may renew materials online using homepage of our website [www.somelibrary.org](http://www.somelibrary.org) or by phone. When calling to renew items, have the items and your library card available. You are responsible for remembering when the materials are due if you renew by phone. You may ask for a list of items that you have borrowed when you check out.

All materials may be renewed twice unless there is a reserve on them. Materials cannot be renewed sooner than 1 week before original due date; materials are renewed for 21 days from the day of renewal.

Maryland Room Reference materials are for in library use ONLY and are not allowed to be borrowed or taken from the library.

## Fine and Fee Schedule

### *Library Cards*

- Library cards are free if you live, own property, work, or attend school in Maryland.
- If you live outside of Maryland the fee for a library card is \$15
- Replacement cards cost \$1.00.

### *Overdue Fines*

- Overdue materials are fined at a rate of 10 cents per item per day up to a maximum of the cost of each item.
- A fine of \$5 will be assessed for any missing artwork, booklets, or inserts.

### *Lost Materials*

- Cost of the item plus a \$5 processing fee.
- Cases for A/V materials cost an additional \$5.

### *Computer Printouts & Copies*

- Black and white printouts or copies are 20 cents/page.
- Color printouts or copies are 50 cents/page.

*Fax* (send ONLY): \$1.00 per page

### *Computer Storage Devices*

- CD-R: \$1 each
- CD-RW: \$2 each

*Headphones*: \$2.50 each

*Inter-Library Loan and Reserves*: Free

*Meeting Room*: Free for non-profits