

## 2. Borrowing Policies

- a. **Eligibility to borrow:** PSPLD cardholders must present their library card when checking out items. If cardholders do not have their library cards, they may be asked to present other Identification. Patrons under the age of 14 may be asked what their address, phone number and caregiver's name. Any patron with a valid borrower card either from PSPLD or another library may checkout items if they have not accrued an amount over \$5.00 on their card. *Cardholders* are responsible for any items checked out on their library card, including replacement costs and processing fees for damaged or lost items. A cardholder in good standing may use his or her Library card at other libraries to borrow items but are subject to the lending rules and policies of that library.
- b. **Suspension of Privileges** may occur if the patron has:
  - i. Unpaid fine/fee total \$5.00 or more.
  - ii. Delinquency of items of more than 21 days
  - iii. Violation of library policy
  - iv. Defacing of property
- c. **Online Access:** PSPLD card holders have electronic access to their account 24/7 online at <http://prairieskieslibrary.com/>. Patrons can renew items, see what they have checked out, place holds, make corrections to their account and more. All you need is your bar code number and pin number. (Check with librarian for assistance).
- d. **Placing Holds:** Patrons in good standing may place holds in-person, by calling or online on items held by PSPLD or another Resource Sharing Alliance(RSA) library.
- e. **Fines:** PSPLD is a "Fine-free" library.
- f. **Damaged or Lost items:** Books or materials that are defaced, excessively torn, broken or ruined for regular use are the responsibility of the patron, who must reimburse the library for the cost of replacing the item or items. Patrons are also responsible for the replacement cost of any items that are lost.
- g. **Loan Periods:** All items are checked out for a 2-week period except where noted.
  - i. **Renewals:** Materials may be renewed in person, by phone or online @ <http://prairieskieslibrary.com/>. There is a limit of 3 renewals per item or maximum of 6 weeks. If a request has been placed on an item by another patron the renewal may not be allowed.
  - ii. **Extended/Vacation Loan:** An extended six (6) week loan period is allowed for all items that do not have holds, new items. Ask the librarian for an extended due date at check out.