

CIRCULATION POLICIES

1. Getting a Library Card

- Anyone is entitled to a free library card.
- For adults (16 or older) 2 forms of I.D. are required including one with a current address and photo ID. A piece of mail with name and current address can be used as proof of local address.
- Children (5-15 years) must be accompanied by a parent or legal guardian who lives with the child. This adult must have 2 forms of I.D. including one with a current address. This adult must sign the registration card in addition to the child and must be responsible for any overdue, lost, or damaged materials.
- For lost library cards, a replacement fee will be charged.
- If you are a college student or a temporary resident you must provide a local address and a home address.

2. Circulation Policy

- New fiction books circulate for 7 days. New fiction processed in 2018 will circulate for 14 days.
- New nonfiction books circulate for 2 weeks
- DVDs circulate for 7 days (to cardholders 16 years or older).
- BCDs circulate for 14 days.
- Language CDs (up to two sets) circulate for 3 weeks.
- eMaterials circulate for 1,2, or 3 weeks and will disappear from patron's devices when they come due.
- Reference materials and PA Room materials do not circulate.
- Periodicals do not circulate.
- Every cardholder is limited to 20 total physical items, including 5 eBook items. DVDs are limited to 5 per patron and BCDs are limited to 4 per patron.

3. Reserve Hold Policies

- The library will accept holds for books and currently checked out to other patrons. Patrons names will be placed on the waiting list in the order received. Patrons will be called or emailed for hold books. After being notified, patrons have 5 days to pick up the books.

4. Renewal Policies

- If material is renewable and does not have a hold the material may be renewed once. Phone or online renewals are allowed, except when items are on reserve. eMaterials cannot be renewed.

5. Overdue Fines, Damaged or Lost Items

- FINES will be assessed for all late items according to the following:
 - DVDs.....\$1.00 per day
 - Children's Books.....\$0.10 per day
 - Adult Items (books, BCDs, Language CDs) \$0.25 per day.
- If an item is LOST or DAMAGED beyond repair, the Patron is liable for payment of material. Patrons with UNPAID OVERDUES or NONPAYMENT of lost or damaged materials may be subject to loss of circulation or library internet privileges. This loss of privileges applies to the entire household of the cardholder.

6. Book drop Policies

- As a convenience to our patrons, two book drops are available at street level for the return of most library items. However, we ask that CDs, DVDs, BCDs be returned directly to the library circulation desk. Also, all interlibrary loan material must be returned to the library circulation desk.

7. Westmoreland Library Network (WLN)

- Our Library is part of the Westmoreland Library Network (WLN). If a patron has a library card with us and is in good standing, this card can be used at 20 plus public libraries in Westmoreland County.
- The WLN collection is online. A cardholder in good standing can order items online and have them delivered to our Library for pickup depending on availability and the policies of the lending library.

8. Interlibrary Loan

- If materials needed by cardholders in good standing are not available from either our Library or WLN, then we can try to borrow items older than one year via ILL from libraries in the state and country. If obtainable, the materials will be sent here. The patron must return materials to our library circulation desk, NOT the book drop.
- Responsibility for these materials is the same as with our materials regarding fines and payment for lost items. Length of circulating time varies according to the item, current demand, and policies of the library which lends it. Material requested through ILL will take a minimum of two weeks to receive. Some may be on order longer, depending on factors such as demand and number of copies at the at the lending library.

MANAGING YOUR LIBRARY ACCOUNT ONLINE

Follow These Steps:

1. Go to ghal.org and click Login near the top right.
 2. Enter patron card barcode (without spaces-including any letters)* and password (last 4 digits of your phone number). **
- *You can create a user name after entering the barcode and password.
**Suggest you change password

View Items Out:

1. Shows due date and renewals left.
2. May renew all items or select items.
3. A message tells you which items have been renewed or whether any renewals have been blocked.

Requests:

1. Lists items on hold.
Active means hold request has been placed. An active hold can be cancelled, suspended or reactivated.
Shipped means a hold item is transferred to the requested library.
Held means the item has arrived at the library to fill the request.

Fines and Fees:

1. Lists transaction date, type, reason or title, and balance.
2. Highlight fine to be paid. Click pay fines now.
3. Enter credit card information (\$1.00 minimum.) May use Visa, MasterCard or Discover.

Request a Title:

1. Click on the WLN logo to get to online catalog.
2. Type in author, title, or keywords in search bar.
3. Browse titles in the search results, and click **Place a Request** if you would like to have that book.
4. Select the name of the library where you want to pick up the item.
5. Click submit request.

Log Out:

1. When finished viewing your account, click **Log Out** in top right corner.