

Library Circulation Policies

Effective August 24, 2023

TYPES OF LIBRARY CARDS

A library card is needed to check out materials from the library or use of the library computers. Library cards are FREE to WV residents, individuals who pay taxes in WV, and educators who work in Berkeley County. Replacement cards are \$2.00. Residents of Morgan & Jefferson counties can use their home library card at any Berkeley County Library.

Initial checkout for new card holders is limited to 3 items.

Adult Library Card

Applicant must be 18 years of age or older and have a picture ID, such as a driver's license, is needed to obtain a library card. If the 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.

Child Library Card

Children ages 1-17 are allowed to have their own library card. A parent/guardian must be present (with a picture ID) and will be responsible for all fees and lost items on the child's account.

Educator Library Card

Educators who live or work in Berkeley County 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. For more information see library staff.

Out-of-State Library Card

Patrons living outside of West Virginia who wish to have a library card will be charged a yearly \$15.00 fee.

FINES, CHECK-OUT PERIODS, LIMITS and RENEWALS

Books, Audiobooks, Magazines, DVDs, & Blu-rays

- 21 days check out period
- 2 renewals (cannot renew if item has a hold)
- Fines are \$0.10 per day, per item up to \$3.00

Item Limits Per Card

- 5 Audiobooks
- 2 Videogames per Adult Card
- 5 DVDs/Blu-rays per Adult Card
- 30 Items total per card
- 10 Holds are allowed per card; Holds will be held for ten days to allow for pick-up.
- \$5.00 maximum account balance. If you accrue over this amount, you forfeit your library privileges.

Lost & Damaged Items

Patrons who have lost or damaged an item can choose one of the following options:

1. Pay the retail price provided by Library Staff
2. Pay the *Amazon Price* plus a \$2.00 processing fee. The *Amazon Price* must be for a NEW item, not other sellers on the site.
3. 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.

Videogames

- 7 days check out period
- 1 renewal (cannot renew if item has a hold)

- Fines are \$1.00 per day per item up to \$5.00
- Can only be checked out on an Adult card

Renewals

Books, Audiobooks, Magazines, DVDs, Blu-rays, and Videogames may be renewed online, in person, or over the phone prior to their due date. Items that are already overdue, may be renewed with the understanding that all fines accrued will be added to the patron's account.

Holds

Patrons can request items from any Berkeley, Jefferson, or Morgan county library. Please note that items with a NEW status will not be available to patrons outside of their home county. 10 Holds are allowed per card. Once the patron has been notified via email or phone, the library will hold the item for 10 days to allow for pick up.

Inter-Library Loans (ILLs)

- 3 requests at a time
- Cannot be renewed
- Item being requested must be older than 1 year