

Borrowing Policy

Borrower Responsibilities

You are accountable for maintaining the good condition of library materials borrowed on your card. Library materials are community property and should be protected from damage and loss. Items with stains, torn pages, or damage beyond our ability to repair cannot be circulated. Replacement costs for damaged or lost materials will be billed to the responsible cardholder.

You are responsible for notifying the library regarding any contact information changes, name, address, phone or email. Report lost or stolen cards immediately.

You are responsible for returning your materials by their due date so that others may use them.

Loan periods for all items in the library is three weeks except for movies and the bestseller “walk-in” collection. These items have a one-week loan period.

Holds can be placed on any circulating item, except “walk-in” collection materials, by using the online catalog or talking with a library staff member. There is no charge for holds.

Late fees for overdue materials are charged for every day the library is open.

25 cents per day – all adult collection materials except for DVDs

10 cents per day – all children’s collection materials except for DVDs

50 cents per day – all DVDs

Accounts may be paid at the library desk with cash or check, or online with a credit card via your account in the online catalog.

The **outside book return** (along the back side of the building) is emptied every day at 9 a.m. and 4 p.m.

Renewals can be made by phone during regular library hours by phoning 412.835.5540, or by accessing your account via our online catalog. You may also call the automated renewal line at any time: 412.622.1895. All items can be renewed twice unless they are “walk-in” collection materials or there is a hold on the item for someone else.

Please note: When renewing via our online catalog, all items must be renewed by midnight of the due date in order to avoid fines.

Notices

Reminder Notices. Email reminders will be sent three days before the due date for items that are loaned for 21 days, and 1 day before the due date for items that are loaned for 7 days.

First Overdue Notice. The first overdue notice will be generated approximately a week or 2 weeks after the item becomes overdue, depending on the type of material and the local library lending policy, and sent via email.

Second Overdue Notice. The second overdue notice will be generated approximately 2 weeks after the first overdue notice, or 3 or 4 weeks from the overdue date, and also sent via email.

Please remember that there may be many reasons that you do not receive an email. Even if you do not receive a reminder or overdue notice, you are still responsible to return items or pay fines for items that you check out.

Bill. All bills for overdue items will be generated approximately 6 weeks from the overdue date. All bills are printed. The bill is for the replacement cost of the overdue item.

Using the online catalog requires you login with your library card number and a PIN number you create for yourself. You can review what you have out and on hold by going to the online catalog and clicking on the *My Account tab* at the top of the page.

If you need help, click on the *Help tab*, also at the top of the page. Most common problems and questions are very thoroughly explained on this *Help Page*. If you cannot resolve your problem, or if you still have questions, library staff are happy to help you. Please call 412.835.5540, ext. 249.

Interlibrary Loan is available for items not found in the EIN catalog. The Interlibrary Loan policy explains this process. There may be a charge for materials obtained from out-of-state libraries.