

LIBRARY CARD POLICY

The Hershey Public Library (the “Library”) provides library cards that allow library users to access physical and digital materials that engage, enrich, entertain, and educate.

Library cards are issued to facilitate, regulate, track, and control the use of the library and library resources. They define the terms and conditions of privileges extended to residents and non-residents and balance the Library’s commitment to extend services against its legal, financial, and practical ability to do so.

Statistical data about registered library users and library card use is collected and compiled so the Library can plan and target operations to address specific community needs and so it can effectively report statistics required by federal, state, local, and private funding bodies. Libraries collect and use information about individual library users for the management of individual library accounts. Internal library policies, the Pennsylvania Public Library Code, and federal privacy laws protect personal data and usage data.

CARD TYPES

Derry Township Residents: Derry Township residents are eligible to register for a Hershey Public Library card for free. This card provides borrowing privileges at the Hershey Public Library. Borrowing materials from the Middletown Public Library is governed by its policies and procedures.

Pennsylvania Residents: Pennsylvania residents who hold a valid Access Pennsylvania library card may register their Access Pennsylvania card to borrow physical materials at the Hershey Public Library. This card does not allow digital access.

A non-resident card fee is charged to applicants who do not live in Derry Township but have an Access PA library card and would like to have access to digital resources. Non-resident card fees are reviewed annually by the Hershey Public Library and posted on the Library’s website together with the Library fine and fee schedules. These fees are annually approved by the Derry Township Board of Supervisors.

Library cards are not issued to applicants with addresses out of the state of Pennsylvania.

Temporary Cards: Temporary Library cards are issued to people with a temporary address in Derry Township and have certain restrictions. These temporary Library cards will expire after 3 months (or when the visitor is set to leave). Temporary cards will not be issued to people staying for less than 1 week.

Agency Cards: Agency Cards are issued to organizations in Derry Township that offer organized activities on a regular basis. The organization’s card shall be valid for a period of one calendar year, expiring on December 31st of each year. The organization

shall be financially responsible for any materials checked out on its library card. Any items overdue must be returned and/or be paid for as per Library policies and must be paid before the card will be renewed. The loan period and the number of items to be checked out shall be agreed upon and approved by the Library director or designee at the time of application but may be updated at any time by authorized Library officials. The organization must notify the Library in the case of a change in administrators, officers, the contact person or the organization's address. The organization shall be responsible for the pickup and return of the items borrowed.

Most Library items are available to check out. However, the following items are not available for checkout with Agency or Temporary Cards:

- Hot spots
- Hershey Garden and Hershey Story Passes
- Library of Things Items (puzzles, video games, board games, etc.)

Some electronic resources may not be available to users outside of Derry Township due to licensing.

An individual may only have one current library card with the Hershey Public Library. Pennsylvania residents may purchase a Hershey Public Library card to gain access to digital resources. By signing a child's library card application, a parent or guardian accepts financial responsibility for the proper care and safe return of all items borrowed and all fees or fines incurred on the child's card.

PROCESS OF REGISTRATION:

To register for a card, the applicant must be present and provide valid proof of residency and identification such as a current PA driver's license, PA ID, passport, utility bill, or bank statement. An additional proof of address is needed such as a utility bill or a bank statement if the address on the document presented is incorrect.

Children Under 18: Juvenile cards are issued to users under the age of 18. Children under 18 must have a parent or guardian present to register for a card. The parent or legal guardian must provide proper ID and proof of address and have a library card in good standing. The parent or legal guardian assumes financial responsibility for the materials borrowed on the child's card. Children must be present to register for a card.

Temporary Cards: These cards may be issued to visitors to Derry Township who will be staying for longer than 1 week. Applicants must provide proof of local address such as a rental agreement or lease (from AirBnB, Hotel, Rental Agency etc.). The expiration date will be set based on the last day the applicant plans to have an address in Derry Township.

Agency Cards: A responsible person of an organization may apply for a library card for his or her group. A "responsible person" shall be defined as an individual within the

organization with fiscal authority and responsibility. A card will be for the organization and will be issued upon approval of the Library Director. The Library Director and organization will agree on how to permit checkouts by the organization's staff.

Homebound residents should contact the Library for alternatives to receive their card.

Most cards are valid for two years from the application date.

Library cards must be renewed in person at the Hershey Public Library. Card holders will be asked to verify current contact information and address. If there has been a change of address, the card holder must provide proof of residence as if they were a first-time applicant.

An account must be considered to be in good standing as defined by the Borrowing Policy before Library cards can be renewed.

CARDHOLDER RESPONSIBILITIES

In order to borrow materials, borrowers must present a valid library card. This may be a physical card or one scanned into a mobile device. Photos of cards are not accepted. A borrower's account can be found by showing proof of identification as listed in the registration section. During internet or system disruptions, we are limited to only checking out items using a patron's library card number.

The card holder is responsible for the cost of any lost or damaged items, as well as for any fines for late materials borrowed on the card.

Library members should notify the Library of address, telephone or e-mail changes. Not receiving a notice does not absolve you from responsibility.

The card holder is responsible for following all Library policies as listed on the Library website.

LOST, STOLEN OR DAMAGED CARDS

To prevent and limit misuse, Library cardholders are required to notify the Library if their card is lost or stolen. The Library will immediately suspend a library card when notification is received. Library cardholders are responsible for all materials checked out on a lost or stolen card up to the time the Library is notified of the loss or theft.

Replacement cards cost \$5.00. The replacement fee is waived when the need for replacement results from normal wear and tear or extenuating circumstances.

Users must clear all outstanding fees and fines and must clear overdue items before a replacement card is issued.

LIBRARY ACCOUNT PRIVACY

The Library treats patron records as private records as required by law. The Library assumes that, if a person is in possession of a family member's card, they have

consented to that person's access of their account information. Library employees will verify familial relationship with cardholder before providing access to records.

The Library does not give out card numbers over the phone.

Section 9375 of the Public Library Code protects the confidentiality of all Library patrons' personal information and record of checking out or using Library materials. Therefore, Library employees must adhere to the law and may not freely share information with parents or legal guardians about what a child has checked out or requested from the Library on the child's personal library card.

VISITORS

Visiting patrons without a library card or without a state address are welcome to use the library's physical resources on site subject to Library approval. Visitors can also request a guest pass to use the library's computers.

DENIAL OF SERVICE

Library card privileges may be revoked or denied for due cause including, but not limited to, failure to return Library materials, pay related charges, and/or failure to comply with the Library's Policies.

ALLOWING OTHERS TO USE YOUR CARD

We do not recommend sharing cards, but sometimes households decide to use one card. The person listed on the card is financially responsible for all items checked out on the card. If an individual has a family member's card, Library staff assumes they have permission from the card's owner to use that card unless the card has been reported stolen by the owner.

BORROWING MATERIALS

A library is a cooperative effort and everyone benefits if all members participate fairly. We ask you to consider the following:

- Please treat your library card seriously, like a credit card!
- You are financially responsible for all items borrowed under your Library card, regardless who borrows the items with your card.
- Please return items on time and in good condition.

GET A POWER LIBRARY ECARD

Pennsylvania residents who do not have a home library are eligible for a free POWER Library eCard. The eCard may only be used to access [e-resources from the POWER Library](#). It cannot be used to access additional collections purchased by the local library

or for circulation activities. For example, it will not be possible to check out materials, use locally purchased electronic resources, or to place materials on hold within Hershey Public Library using an eCard. To obtain a POWER Library eCard, please submit the [eCard registration form](#).

The Hershey Public Library will only issue cards to patrons who reside or pay property taxes in Pennsylvania.

Board approved: 1/21/2025