# Keystone Library Network
# On-Site Borrowing Policies and Practices

- Materials will be lent to students, faculty, and staff of Keystone Library Network (KLN) member libraries who are currently enrolled or employed at KLN institutions including all Commonwealth employees who have a valid State Library card.

- Patrons will be required to present their University ID card or State library card in order to charge out materials.

- Circulation staff will confirm the active status of a patron at her/his home library before creating a patron record and/or charging out materials.

- Materials will be charged out for a 28-day period

- Patrons will be allowed one renewal of 28 days.

- There will be a charge limit of ten items per patron.

- All libraries will lend monographs from their general collection.  (Note: Local policies may allow patrons access to other collections).

- Patrons may return materials to any KLN library.  Circulation staff will forward materials to the owning library via standard IDS practices.

- Overdue fines will not be applied.

- Patrons with overdue material will be blocked from charging additional material at the lending institution.

- Patrons will be invoiced directly via e-mail for replacement fees and processing charges for lost material as determined by the lending library's policies.  (Note: Should a lending library be unable to secure payment for lost material through standard billing procedures, the patron's home library will assume responsibility for fees and processing charges).

- Bills for replacement costs will be sent to patrons when an item is 30 days overdue.

- Local policies regarding on-site borrowing will be made available on each library's home page.

- The decision to lend specific materials to eligible patrons is at the discretion of the lending library.

Adopted by SSHELCO Directors and Deans, June 17, 2010