



THE RACC LIBRARY CIRCULATION POLICY

ELIGIBLE BORROWERS

Affiliated borrowers are all currently enrolled RACC credit or non-credit students, active or emeriti faculty/staff/trustees. Affiliated borrower statuses for currently enrolled RACC students expire at the end of each academic year. Former RACC students / graduates may transfer their RACC library accounts to their local Berks County Public Libraries. RACC staff and faculty accounts expire when individuals leave the College for reasons other than retirement. Library accounts are purged after seven years of non-use if there are no fees or fines. Library accounts with fees or fines are never purged.

Non-affiliated borrowers are former RACC credit and non-credit students as well as non-RACC borrowers who have a valid library card from the [Berks County Public Libraries](#). The RACC Library honors Berks County Public Libraries cards for borrowing RACC items. The RACC Library does not create accounts for non-affiliated borrowers.

BORROWERS' RESPONSIBILITIES

- Borrowers agree to abide by all RACC and RACC Library guidelines and policies.
- All borrowers must provide changes to account information such as names, phone numbers, and addresses. Such changes reported to the RACC Records Office or College Human Resources office are not transferred automatically to the RACC Library database.
- Borrowers may only use their own library cards. Borrowers may not use other library cards including those belonging to spouses or children.
- Account associations may be requested by patrons that will enable mutual pick-ups of items placed on hold. Documentation must be submitted to the Associate Dean of Library Services & Learning Resources. A picture ID may be required in addition to a valid library card if needed for verification of account information.
- Borrowers are responsible for returning items to the library when their loan periods are over.
- Borrowers are financially responsible for all items checked out on their cards including items checked out before written notification was provided to the RACC Library of a library card being lost or stolen. Borrowers should report lost or stolen cards to the library as soon as possible to minimize responsibility for unauthorized use.

BORROWING MAXIMUMS & LOAN PERIODS

Item Type/ Borrowing Restrictions	Loan Period	Renewable	Maximum number for borrowers	*Maximum number & loan period for RACC faculty, staff, and RACC Honors students
Interlibrary Loans (for affiliated borrowers only)	varies	varies	varies	As needed
Museum passes	1 week	Yes – 1 time	1	As needed
Library of Things	1 week	Yes – 2 times	1	As needed
Reference Collection (for affiliated borrowers only)	varies with special permission	No	As needed	As needed
Ready Reference Collection (for affiliated borrowers only)	varies	No	As needed	varies with special permission
Reserves (for affiliated borrowers)	varies	No	As needed	varies with special permission
Popular magazines	1 week	Yes	10	As needed
Books	4 weeks	Yes – 2 times	50 DVDs or books combined	As needed
New Feature Film DVDs	1 week	Yes – 2 times		
Feature film DVDs	3 weeks	Yes – 1 time		
TV series DVDs				
Documentary film DVDs				
Faculty Films (RACC Staff & Faculty only)	As needed	As needed	As needed	As needed
Hoopla Digital (for affiliated borrowers only)	Varies by format	Renewals count as check-outs	15 items per month	15 items per month
Wes Fisher Collection (special permission only)	varies	varies	varies	As needed
Comic Book Collection (special permission only)	varies	varies	varies	As needed

ACCESSING YOUR ONLINE LIBRARY ACCOUNT

All borrowers: Go to the [online library catalog](#) and click on "My Account" or the account link is also in [Library FAQs](#).

RENEWAL OF LIBRARY ITEMS

On the [online library catalog](#) - click on "My Account " / by phone 610-607-6237 or 800-626-1665 ext. 6237 / OR at the Service Desk on the 2nd floor of the library. If renewals are allowed on an item, a borrower can renew the item (see chart above). However, an item cannot be renewed if another patron has a hold on the item. Also, a RACC library staff member cannot override the renewal limits for items that belong to our partners, the Berks County Public Libraries.

RETURN OF LIBRARY ITEMS

Borrowed items are due on days when the RACC Library is open, including weekends, semester breaks, and other days when classes are not in session. Most RACC items may be returned to the RACC Library or any library in the Berks County Public Libraries Consortium, EXCEPT reserve items, museum passes, Library of Things collection items, and interlibrary loan items obtained through the RACC Library must be returned directly to the RACC Library. If items need to be returned by mail, contact the library for mailing instructions.

CHARGES, OVERDUE ITEMS, AND SANCTIONS

Charges for Library Cards:

Contact the RACC Library whenever a library card is lost or stolen so that it can be deactivated. Patrons are responsible for all fees and charges on their accounts while the accounts are active. There are no costs for new or replacement library cards.

Charges for Damage to Library Items:

Borrowers may be charged for damaged library items if the damage is deemed to be caused by the borrower's abuse or neglect. Charges may include the replacement costs. Payment of replacement costs for items does not transfer ownership of these items to borrowers. All RACC Library items are the property of Reading Area Community College until discarded from the collection following College procedures.

Charges for Overdue Items from the RACC Library Collection:

Account Blocks & Charges for Items Not Returned by Due Date	
1-29 Days Past Due Date	30+ Days Past Due Date
*RACC Library borrowing blocked	*RACC Library borrowing blocked *Replacement cost charged to patron *Hold placed on RACC student account that blocks course registrations and transcript requests

Charges for Overdue Interlibrary Loan Items Obtained Through The RACC Library:

All interlibrary loans are assigned due dates by the external libraries that lend their items to RACC Library borrowers. Renewals of interlibrary loan items may not be granted by these external libraries so failure to return interlibrary loan items by the due dates may lead to charges for the replacement cost of the items and other fees by the lending libraries. All such charges and fees are the responsibilities of the borrowers. Requests for interlibrary loan renewals must be sent to the Interlibrary Loan Specialist directly at least one week prior to the due date.

SANCTIONS

Affiliated or non-affiliated borrowers cannot borrow RACC items if

- 1. they have any overdue items**
- 2. they have any lost items (not returned after 30+ days of the due date)**
- 3. they have 4 or more items with “Claimed Returned” status**
- 4. they have charges of \$10.00 or more**

However, affiliated borrowers may continue to borrow RACC course-related reserves with special permission from the Associate Dean of Library Services.

RACC Library costs and fees not paid will be added to a RACC’s student account as a Library Hold. RACC Library Holds may prevent RACC students from registering for RACC classes in addition to suspension of library borrowing privileges.