

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. The RACC Library will create library accounts with RACC as the home library only for affiliated borrowers. Affiliated borrower statuses for currently enrolled RACC students expire at the end of each academic year. 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 have a valid library card from the Berks County Public Libraries. The RACC Library honors Berks County Public Libraries' adult and juvenile cards for borrowing most RACC items except for Admission Passes and Library of Things which require an adult library account. The RACC Library does not create new accounts for non-affiliated borrowers.

Library Account Terms

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 Dean of Library Services and 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 by the end of item loan periods.

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.

Borrowers of Admission Passes and Library of Things must sign a waiver form that is kept on file for future borrowings of these formats.

The library reserves the right to suspend a patron's borrowing privileges if one or more items are returned containing pests or pest debris that are known to be damaging to library materials that

may result in pest infestation within library facilities. At the library's sole discretion, patrons may be required to present proof that their residence has been successfully treated for and eradicated of pests by a licensed and accredited pest control company to restore borrowing privileges.

The library reserves the right to suspend a patron's borrowing privileges if the library determines that there is a regular occurrence of library items being returned by the patron in such a condition that they are unusable.

Patrons must notify the 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.

Library Circulation by Formats

Books

- Loan period: Three weeks
- Renewable: Yes, up to two times unless another patron has placed a hold on the item
- Maximum items allowed: 50 items total (combined limit for books and DVDs)

New Feature Film DVDs / Blu-rays

- Loan period: One week
- Renewable: Yes, up to two times unless another patron has placed a hold on the item
- Maximum items allowed: 50 items total (combined limit for books and DVDs)

Feature Film DVDs / Blu-rays

- Loan period: Three weeks
- Renewable: Yes, up to two times unless another patron has placed a hold on the item
- Maximum items allowed: 50 items total (combined limit for books and DVDs)

Documentary Film DVDs / Blu-rays

- Loan period: Three weeks
- Renewable: Yes, up to two times unless another patron has placed a hold on the item
- Maximum items allowed: 50 items total (combined limit for books and DVDs)

TV Series DVDs

- Loan period: Three weeks
- Renewable: Yes, up to two times unless another patron has placed a hold on the item
- Maximum items allowed: 50 items total (combined limit for books and DVDs)

Films in Faculty Alcove (RACC staff and faculty only)

- Loan period: As needed
- Renewable: As needed
- Maximum items allowed: As needed

Print Magazines

- Loan period: One week
- Renewable: Yes
- Maximum items allowed: Ten

Admission Passes

- Loan period: One week
- Renewable: No
- Maximum items allowed: One

Library of Things

- Loan period: Three weeks
- Renewable: With special permission
- Maximum items allowed: One (exceptions with special permission)

Hoopla Digital (for affiliated borrowers only)

- Loan period: Varies by format
- Renewable: Yes, but renewals count as checkouts
- Maximum items allowed: 15 checkouts per month

Interlibrary Loans (for affiliated borrowers only)

- Loan period: Varies
- Renewable: Varies
- Maximum items allowed: Varies

Reference Collection (for affiliated borrowers only)

- Loan period: Varies with special permission
- Renewable: No
- Maximum items allowed: As needed

Faculty Reserves (for affiliated borrowers only)

- Loan period: Varies
- Renewable: No
- Maximum items allowed: As needed

Special Collections (special permission only)

- Loan period: Varies
- Renewable: Varies
- Maximum items allowed: Varies

Library Items Returns

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 Berks County Public Libraries locations except for Reserve items, Admission Passes, Library of Things, and interlibrary loan items which must be returned directly to the RACC Library. If items need to be returned by mail, contact the library for mailing instructions.

If an item reaches 30 or more days past its due date, then the item status is changed to lost. At this point, borrowing privileges remain blocked, a replacement cost is charged to the patron's library account, and a hold is placed on a RACC student's RACC account, which may prevent course registration.

Library Items Damages

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

Library Accounts Blocks

Patrons will not be able to borrow materials or place holds when:

- There are accumulated charges of more than \$10.00
- The count of overdue items on the cardholder's account exceeds 10
- The total count of items checked out on the patron's account exceeds 50

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