

Penn Hills Library
Procedural Changes
Effective: January 24, 2013

- Only library cards in good standing can be used for library services. Driver's licenses are no longer an acceptable substitution.
- There is a \$5 charge for replacing **all** lost, stolen or damaged library cards.
- Guest cards for one-time use of public access computers and wireless internet service are available for use by visitors from out of state only.
- Library materials must be checked out in the department they are taken, i.e. Children's books, etc. must be checked out in the Children's Department and library materials from the lower level must be checked out at the lower level circulation desk.
- Library materials that are checked out may not be renewed more than twice to assure that all patrons may have access to our collection.
- Newspapers, magazines and reference materials must remain on the lower level in the reading area. These items may not be taken to the café area.
- Library materials must not be taken into the restrooms.

Thank you for understanding as we continue to make every effort to assure that all patrons receive equitable access to collections, materials, programming and services at Penn Hills Library.

