

Borrowing Procedures

- Library cards are issued without charge to Allegheny County residents and Access participants. The library issues three kinds of cards: adult unlimited, child unlimited and teacher unlimited. Adults 18 years of age or older must present proof of address. Children must be accompanied by a responsible adult with proper identification. Guardians will be responsible for materials checked out on a child's card, including any fines accrued. Teachers can receive a teachers' card with proper institutional identification. Pre-school through middle school teachers' cards will only be issued by the Children's Librarian. High school teachers' cards will only be issued by the Adult Services Librarian.
- Residents outside of Allegheny County can receive a free library card with a valid library card from a participating Access PA Library and a proof of address. The card is valid for one year. If a library card with an Access PA sticker cannot be presented, a non-resident card can be issued at a cost of \$10 for children under 13 and \$30 for everyone 13 and older. The card is valid for one year.
- Students attending any school of higher education in the county are eligible for free library cards. An application is filled out and presented with current photo ID and proof of local college and/or home address. Student cards are valid for one year from date of issue.
- For those residing out of state and visiting the area for a short time, a temporary card may be issued on a case-by-case basis. If a local address can be supplied, the card is free. If no local address (such as a hotel), a non-resident fee of \$10 for children and \$30 for adults will be charged. The card is valid for up to three months.
- Patrons are responsible for the materials checked out on their cards and for any fines or fees incurred. The library encourages library patrons to settle their library cards accounts and pay off all fines and fees in a timely manner. Do not lend library cards to others as library card holder is fully responsible for its use.
- Report lost or stolen cards immediately. For lost or stolen cards, until the library receives notification, the patron is responsible for any materials checked out on his or her card number. The charge for replacing lost cards is \$5.00.
- Library cards automatically expire every two years and may be renewed with current identification at no charge.
- Patrons must report change of address or phone number. Library efficiency depends on having users' correct addresses and phone numbers. Patrons are responsible for overdue fines and fees even if the library is unable to notify them.
- Upon checkout, patrons will receive a receipt showing the material's due date(s). Materials may be renewed once by calling the library, at the library circulation desk, or through [My Account](#) online. Library staff requires the patron name and library card number to renew items by phone.
- Patrons MUST have their library cards with them to check out materials or use the computers.
- Audiovisual materials must be checked out on an adult card.