

Lynchburg Public Library Policy Manual

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Circulation Policy

The Lynchburg Public Library has entered into a reciprocal agreement with the Bedford Public Library System and Campbell County Public Library System to share materials (with some minor exceptions). To facilitate the sharing process, each of the systems will grant library privileges to patrons who have a card in good standing in any of the three systems.

Borrowers will abide by the policies and procedures of the library system whose facility they are using.

Materials are checked out for specific loan periods and may be returned to any library within the partnered systems. Most Library materials may be renewed for an additional loan period if not reserved for another patron.

Library Cards

Any resident living in the **City of Lynchburg** or the following surrounding counties may get a free library card.

- Amherst
- Appomattox
- Bedford
- Campbell

*If you do not currently reside in a locality listed above, your account will be removed.

Students/faculty/staff attending the following local institutions may also get a free library card, by providing your current college/local address.

- Central Virginia Community College
- Liberty University
- Randolph College
- Sweet Briar College
- University of Lynchburg
- Virginia University of Lynchburg

Pick up a new card application at either Library location, or you can [apply online](#). Online cards are only good for accessing our digital libraries. To receive a physical card, please visit a Lynchburg library location. All applicants must present a valid photo ID and proof of **current** address. If the photo ID does not have the current address, the following are acceptable for verification:

- Passport
- Bank statement
- Utility bill
- Car registration
- Postmarked mail addressed to the applicant
- Rental/mortgage agreement
- Voter registration card
- Student ID

Children of all ages are eligible to receive a library card. Children under the age of 18 must have a parent or guardian present to register and may have access to the child/youth account, upon request. The responsible parent or guardian must sign the application for the child/youth card. The library is not responsible for monitoring or regulating any child's or youth's reading, listening, viewing, or Internet access.

Renewing your Library card

Your Library card expires every two years and needs to be renewed for continued use. This helps the Library verify current contact information.

Online borrower cards expire at one year. Please call to renew your card or upgrade to a physical card.

Loan Information

To check out Library materials, you must have a Lynchburg Public Library card. Library cards from Bedford County Library System and Campbell County Library System may also be used to check out Lynchburg Public Library materials. Library materials are due back in the Library or in the blue return book drops, located outside on the Main Library's sidewalk, on or before the specified due date, unless renewed. Items may also be returned to the Downtown Branch Library or any Bedford or Campbell library location.

Automatic Renewals

Library materials will be automatically renewed if:

- There are no holds on the item
- Items still have unused renewals (materials may only be renewed once)

DVDs and two-week loan new books are not eligible for automatic renewal. You may also renew materials in person, over the phone, or through the online catalog.

No Late Fees

Effective September 1, 2022, overdue fines will no longer be charged on *most* Lynchburg Public Library materials. Materials that will *still* be charged overdue fines include two-week loan new books, interlibrary loan materials, and specialty items including the telescope and nature backpacks.

- Lost and damaged fees will still apply.
- A long overdue warning notice will be applied and the cardholder's Library account will be blocked at 35 days from the due date.
- An item is considered lost at 42 days from the due date and the cardholder's Library account will be charged.

Borrowing Limits

There are no limits on the number of regular books you can check out, but there is a limit on the number of DVDs, new books, and audiobooks you can have at any one time:

- 6 DVDs from the Adult collection
- 6 DVDs from the Youth collection
- 10 audiobooks from the Adult collection
- 5 audiobooks from the Youth collection
- 5 new books from the Adult collection

New books and new audiobooks check out for 2 weeks (14 days). DVDs check out for 1 week (7 days). Everything else checks out for 4 weeks (28 days).