



Circulation Policy

The Newtown Public Library follows the Delaware County Libraries (DCL) Automation Policy except as noted below.

Patrons may receive a library card with just a library card application but photo ID with current address along with the application is preferred.

In addition to books, the library has materials in a variety of formats to meet patron information needs. The following is a list of the library media types and their loan periods:

- Fiction and non-fiction books, magazines, audiobooks, DVDs, CDs, hotspots: 21 days
- Thing Library Items: 7 days
- Museum passes: 1 or 3 days depending on the pass type
- Downloadable eBooks and eAudiobooks: 14 days (Note: the default loan period can be changed from 14 days to 7 days or 21 days by the patron)
- Other Delaware County libraries may have different loan periods than the Newtown Public Library. It is the patron's responsibility to pay attention to the due dates of materials.
- Interlibrary Loan Materials not from Delaware County libraries: 30 days/21 days for feature films

Most items may be renewed if there are no current holds. Eligible items will be automatically renewed up to three times, per DCL Automation Policy.

Museum passes may be reserved by adult library cardholders (age 18 and older) whose accounts have less than \$20 in outstanding fines or fees. Passes can be reserved online up to 30 days in advance, with a limit of **three active reservations** for different dates per patron.

There are two types of museum pass:

- **Physical Passes** – These are picked up at the library and must be returned to the library after use. Physical passes may be checked out for **3 days** and cannot be renewed.
- **Print & Go Passes** – These are reserved for a specific date and printed at home. They do **not** need to be returned to the library and cannot be renewed.

Only **one museum pass** may be checked out at a time. After returning a pass, patrons are welcome to borrow a different one.

Hotspots cannot be renewed and will be remotely disabled if not returned on time. Patrons must wait 24 hours after returning a hotspot before checking out another. Only one hotspot may be checked out at a time.

Items from the Thing Library collection cannot be renewed. Patrons must wait 24 hours after returning a “thing” before checking it out again. Only two “things” may be checked out at a time.

There is no limit on the number of items patrons can check out, except as noted above.

Should a patron need to check out materials for an extended time due to a vacation or other reason, the Newtown Public Library will do their best to accommodate the request.

Newtown Public Library Fines and Fees:

- Adult and Young Adult Materials: \$0.00 per day
- Juvenile Materials: \$0.00 per day
- ILLs: \$0.00 per day (fines assessed by lending libraries will be acknowledged)
- DVDs: \$0.00 per day
- As per the DCL Automation Policy: “Fines and fees belong to the collecting library. That library has the right to waive fines, not fees for other libraries’ lost books. (Funds for lost books will be returned to the owning library.)”
- Lost or damaged materials: replacement fee will be dependent upon the cost of the item.

The library requires that all materials be returned or renewed within the checkout period as per DCL policy. The Newtown Public Library will not charge overdue fines on items owned by the Newtown Public Library that are returned after the due date. However, other libraries in Delaware County do charge overdue fines on items that they own. Patrons may return Newtown Public Library materials to any Delaware County library and will not be charged an overdue fine if the item is overdue. Materials from other Delaware County libraries will accrue fines if late. The staff of Newtown Public Library will waive any accrued fines for Newtown Township residents weekly.

If a book is not returned, as per DCL policy, the patron will be billed to replace the book. Fees related to the replacement of lost or damaged books will still be charged to the patron. Replacement fees should be paid to the lending library. Should a patron return a lost Newtown Public Library book that was paid for, a refund may be issued. If the book belongs to another library, the patron must contact the loaning library regarding a refund.

Reviewed/Amended 12/16/2025

Reviewed/Amended 08/19/2025

Reviewed/Amended 09/17/2024

Adopted 05/17/2022