



CIRCULATION POLICY

CHECKOUT

Berwyn Public Library patrons (residents and non-residents) must have a valid library card with them at the time of checkout and renewal. Items that are on reserve for a patron must be checked out on the card with which the hold was placed; said card must be presented at the time the item is picked up, regardless of who is picking up the item.

If a patron does not have his/her card with them, print materials will be held for 3 days, and non-print materials will be held until the close of the working day.

Berwyn residents may not check out material if:

1. They are not able to present their library card.
2. They have existing fines totaling \$2.00 or more.

Reciprocal borrowers are restricted to the same conditions unless their home libraries impose more stringent restrictions. Then, the home library limits are enforced, and materials will not be checked out.