



Membership

An LRC membership card is required for access to all LRC library resources, events, and production services. Membership expires 12 months from the date of issue. Members must be at least 18 years of age. Membership is only valid for the individual completing the form; you may not submit membership requests for other individuals (friends, relatives, coworkers, etc.). Membership is available to parents, educators, pre-service educators, and those serving students with disabilities. Members agree to be contacted via email and to adhere to all LRC policies.

Please sign in with your membership number upon entering the LRC. Children shall be accompanied by an adult at all times. The LRC does not have childcare provisions. Members are discouraged from bringing their children into the center for prolonged periods of time. Children are not permitted to operate equipment or use scissors, permanent markers, sharpies, etc. They may use crayons only. Children are not permitted to play in the center. LRC staff will request parents to leave with a disruptive child.

Circulation Policies

Members may borrow approximately six (6) materials for a three (3) week period. All materials may be renewed one time - in person, by phone, or online via your Patron Account on our online [Researcher](#) for an additional three (3) weeks. Please have your LRC membership number available when you call the circulation desk to renew materials.

Overdue Materials

A fine of five cents (\$0.05) per working day may be charged for each overdue material with a maximum charge of two dollars (\$2.00) per item. Patrons will be notified of overdue materials by email. When resources are overdue for 30 days or more, patrons may be suspended and may be responsible for the full cost of the overdue materials. Suspended patrons are unable to utilize any LRC Network services or events, including those at other LRC locations, until the suspension is resolved. Fines will be deducted from your \$25.00 daily credit.

Lost and Damaged Materials

Materials borrowed from the LRC become the responsibility of the borrower. If materials are lost or returned in damaged condition, the borrower may be required to pay a repair or replacement fee – even if the damage was caused by a student or colleague. LRC borrowing privileges may be suspended until the materials are returned or the replacement cost is paid. Fines are determined by the LRC and can range from repair fees to the full replacement value dependent on the extent of damage.

Please Note: Members who show a repeated pattern of overdue, lost or damaged items may have their borrowing privileges restricted at the discretion of local LRC administration.