

UPPER MORELAND FREE PUBLIC LIBRARY

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| Policy Number | OPS-03 |
| Policy Name | Circulation Services |

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| Revised: | 12/14/2011 |
| Review: | 3 rd Qtr 2013 |
| Original: | |
| Document Owner: | Library Director |

I. POLICY

- A. Except as noted, all circulating materials may be borrowed by patrons who are properly registered (see UMFPL Registration Policy, OPS-05). Restrictions will be applied to reference works and electronic equipment, which shall not normally be removed from the library; current issues of periodicals; and certain valuable books or print materials where the public interest is best served by retention within the library.
- B. The Director or designated employee is authorized to charge patrons overdue fines for circulation materials returned after the due date. A schedule of overdue fines shall be posted.
- C. The Director is authorized to determine and charge replacement costs and processing fees, including postage, for circulating materials lost or substantially damaged during the borrowing period. A patron returning the lost item within thirty days of payment will be reimbursed the amount paid, less processing fees.
- D. UMFPL is responsible for notifying patrons of overdue materials.
- E. The Director is authorized to suspend borrowing privileges of patrons with delinquent accounts in accordance with UMFPL procedures and MCLINC policy.

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- F. The Director will ensure compliance with P.S. §4428 Library Circulation Records.

II. DEFINITION

- A. Circulating materials are print and electronic materials, as well as realia such as museum passes, and equipment such as laptops and game systems.
- B. Borrowing terms include the number of days an item is loaned; limits to the materials, such as number of renewals; the processing fees and postage fees.
- C. Replacement cost to the patron is the retail price at the time of the UMFPL purchase, if known. If the retail price is unknown, the replacement cost shall be determined by the technical services department.
- D. Patrons with delinquent accounts are those patrons with money owed to the UMFPL as indicated on their library account.
- E. Pennsylvania Law (24 PA CSA §4428) refers to records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

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- F. Pennsylvania Law (18 PA CSA §6708) makes it a summary offense to retain library property after being notified to return it.

III. RESPONSIBILITY

- A. The Director will recommend to the Board any changes to overdue fines for its approval. The Director will keep the Board informed of changes related to borrowing terms.
- B. The Director will establish procedures to promulgate and collect overdue fines, processing fees, and replacement charges. The Director will determine and promulgate borrowing terms. The Director will keep the Board informed of changes related to these procedures.
- C. The Director will establish procedures to notify patrons of overdue materials. These procedures will include the possibility of legal action under the provisions of section 6708 of title 18, PA Code (18 CSA §6708).