

UPPER MORELAND FREE PUBLIC LIBRARY

PATRON BORROWING

Revised:	10/10/2018
Next Review:	3 rd Qtr 2021
Reviewed:	9/13/2018
Original:	Pre-2007

I. POLICY

- A. The purpose of this policy is to outline borrowing practices and responsibilities at UMFPL.
- B. All circulating materials may be borrowed by patrons who are properly registered (see library Registration Policy).
- C. Reference materials, certain electronic equipment, and current issues of periodicals do not circulate.
- D. The director is authorized to charge patrons overdue fines for circulation materials returned after the due date. A schedule of overdue fines shall be posted.
- E. The director is authorized to determine and charge replacement costs, processing fees, and postage for circulating materials lost or substantially damaged during the borrowing period.
- F. When a lost item is returned within thirty days of payment, the amount paid less postage will be reimbursed to the borrower.
- G. Patrons who have provided electronic contact information are notified that materials are due/overdue; regardless, it is always the responsibility of the borrower to return materials on time or to pay fines in accordance with current policies.
- H. The director is authorized to suspend borrowing privileges of patrons with delinquent accounts in accordance with library procedures and MCLINC policy.
- I. The director shall ensure compliance with P.S. §4428 Library Circulation Records which mandates that records related to the circulation of library materials that 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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II. DEFINITIONS

- A. The term circulating indicates materials that may be borrowed and taken from the library.
- B. Circulating materials may be print, electronic or realia materials such as museum passes or kits, or other equipment such as laptops, eReaders, and hotspots.
- C. 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.
- D. Replacement cost to the patron is the retail list price at the time of the library purchase, if known. If the retail list price is unknown, the replacement cost shall be determined by the library based on library procedures.
- E. Patrons with delinquent accounts are those patrons with money owed to the library as indicated on their library account.
- 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 shall establish necessary procedures to promulgate and collect overdue fines, processing fees, and replacement charges. The director shall determine and promulgate borrowing terms. The director shall keep the board of trustees informed of changes related to these procedures.
- B. The director shall recommend to the board of trustees any changes to overdue fines for its approval. The director shall keep the board of trustees informed of changes related to borrowing terms.
- C. The director shall establish necessary procedures to notify patrons of overdue materials. These procedures shall include the possibility of legal action under the provisions of section 6708 of title 18, PA Code (18 PA CSA §6708).