

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	09/08/2021
Next Review:	3 rd Qtr 2024
Reviewed:	08/19/2021
Original:	Pre-2007

PATRON BORROWING

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. It is always the responsibility of the borrower to return materials on time.
 - 1. As a courtesy, patrons who have provided electronic contact information are notified that materials are due soon due
 - 2. All patrons will be provided with a paper overdue notice mailed to the street address listed in the patron account
- D. Patrons are required to give prompt notice of any change in their address or loss/theft of their library card.
- E. Reference materials, certain electronic equipment, and current issues of periodicals are restricted to use in the library only.
- F. Patrons borrowing materials accept full responsibility to report any loss or damage as soon as possible.
- G. Patrons borrowing materials are responsible for the cost of lost or damaged materials (see Patron Account Policy).
- H. The director is authorized to suspend borrowing privileges of patrons with delinquent accounts that meet or exceed the current patron account threshold.
- 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 are barcoded or otherwise processed for checkout on a patron account.
- 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; number of renewals; restrictions indicating in-library use only; and the checkout maximum total of materials permitted at any one time.
- 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. The patron account threshold is the board approved maximum amount of money accrued on a patron account before borrowing privileges are suspended.
- F. Patrons with delinquent accounts are those patrons with library accounts that meet or exceed the patron account threshold
- G. 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 determine and promulgate borrowing terms. The director shall establish necessary procedures to promulgate and collect late return fees, processing fees, and replacement charges. 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 changes to any fees for its approval.
- C. The director shall establish necessary procedures to notify patrons of overdue materials. These procedures shall allow legal action under the provisions of section 6708 of title 18, PA Code ([18 PA CSA §6708](#)).