

UPPER MORELAND FREE PUBLIC LIBRARY

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ACCOUNTS AND BORROWING

Your UMFPL library account opens up a world of opportunity. Use it to check out materials from library collections, to request materials from other libraries, and to use the library's online resources, such as eBooks/audiobooks and streaming services. In addition to all UMFPL has to offer, account holders can use their card at any [MCLINC](#) (Montgomery County Library and Information Network Consortium) or [Access PA](#) library.

- Anyone who lives, works, or pays property tax in Upper Moreland Township is eligible to register for a free library account, renewable every 3 years. Photo ID & proof of residency, employment, or property ownership is required
 - Photo identification without a current address can be accompanied by alternate proof of address such as utility bill, lease, property tax bill, pay stub, or bank statement
- Those under 18 years of age may obtain a library card with the signature of an adult Upper Moreland Township resident who agrees to be financially responsible for charges accrued on the juvenile's account
- For Pennsylvania residents living outside of Montgomery County, the Library will create an account using their Access PA eligible card. Photo identification and proof of current address comparable to above is required
- UMFPL ONLY cards (*do not provide access to online resources, MCLINC or Access PA libraries*)
 - Available for Tax-exempt and/or not-for-profit organizations located within the township
 - Non-residents of UMT may purchase a UMFPL ONLY card for a one-time fee
 - Photo identification and proof of address comparable to above is required

Loan periods & renewals

Most UMFPL items have a loan period of 21 days with exceptions including:

- 1 Day: Bike Lock & in-library-use computer equipment/accessories
- 3 Days: Museum/Membership passes
- 7 Days: NEW & Rental DVDs & Blu-Rays (1-2 disc)
- 14 Days: ACCESS PA requests
- 6 Weeks: Book-Club-In-A-Bag

Automatic Renewals: When eligible, checked out materials automatically renew three days prior to the due date for an additional loan period

- Most UMFPL items renew up to 2 additional loan periods
- Item will not automatically renew if:
 - Another library patron has requested the material
 - The item has reached its maximum number of renewals

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- The patron account is expired
- The item is an inter-library loan (ILL) from a library outside of MCLINC. *(Please contact the library at least 3 days prior to the due date listed on the item to request a renewal.)*
- The item is a digital item, such as an ebook from Overdrive
- Patrons may choose to manually renew materials via their online account

Loan restrictions:

- Non-circulating collections are restricted to in-library use and cannot be removed from the library. This includes reference and local history collections, certain electronic equipment, and other objects for use in the library only
- Library of Things: this collection circulates to adult accountholders, in good standing, as many items require a signed waiver or terms of use

Patron responsibility

Library users are expected to exercise judgment in determining the safety, reliability and appropriateness of materials they borrow

Patrons borrowing materials accept full responsibility for all materials checked out on their cards, including any charges or fees for lost or damaged items. It is always the responsibility of the cardholder to return materials on time. Under [Pennsylvania law, 18 Pa.C.S.A § 6709](#), it is a summary offense to retain library property after being notified to return it.

- Reminder notices to return borrowed items are emailed both before and after the item'(s) due date(s)
- Patrons are required to give prompt notice of any change in their address

While daily overdue fines are not charged for most materials, fees are charged on some specific collections when items are not returned by the original due date. Collections include:

- Inter Library Loan (ILL) items
- Membership Collection (Museum Passes)
- Electronics Collection
- Library of Things

Repeated failure to return the above items on or before their due date may result in the borrower being prohibited continued borrowing from these collections.

Lost and damaged items

- Materials not returned are billed to the borrower's account when items are four weeks late
 - The original or estimated retail/cover price plus a processing fee is charged based on [current fee schedule](#)
 - Fees totaling \$30 or more will result in suspension of borrowing privileges

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- Library materials not returned after a bill and notice to return, may result in the Library forwarding the full name, address, contact information, and item details to the appropriate law enforcement officers, court officers, or collection agencies
- Patron accounts will be billed as above for items returned in damaged condition
 - Fees for lost/damaged packaging, labeling, covers, or components may apply
- Replacement copy of identical, like-new, items will be accepted in lieu of fees only with approval of the librarian in charge and payment of the processing fee