

BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 104

TITLE: CIRCULATION REGULATIONS AND LOAN PERIODS

DATE ISSUED: June 2009/Updated March 2011

In conjunction with the eiNetwork Circulation and Standardization Committee recommendations, the following policies have been adopted.

A. BORROWING LIMITS:

1. Each patron, regardless of age, may borrow an unlimited number of items per card.

B. LOAN PERIODS:

- | | |
|-----------------|---------|
| 1. Books | 3 weeks |
| 2. Audio Books | 3 weeks |
| 3. CD-ROM Games | 3 weeks |
| 4. Puppets | 3 week |
| 5. Magazines | 1 week |
| 6. Music CDs | 1 week |
| 7. Videos/DVD | 1 week |

C. RENEWALS:

1. Any item may be renewed an unlimited number of times unless there is an outstanding request for the title.
2. Materials may be renewed in person at any ACLA member library (Appendix A), by telephone, or online.

D. RESERVE REQUEST (Holds)

1. Any circulating material in any ACLA member library may be placed on reserve with the exception of reference and non-request items.
2. Requests can be made at the circulation desk, by telephone, or online.
3. The patron will be contacted by telephone or e-mail when the item is available for pick up.
4. Items will be held for seven (7) days.

E. RETURNS

1. Library materials may be returned at the following places:
 - a. Circulation desk
 - b. Book Drop
 - c. Any ACLA member library

F. FINES

1. Fines for overdue items that belong to BPPL will be charged as follows:

- a. Books .10 cents/day
- b. Audio Books .10 cents/day
- c. Magazines .10 cents/day
- d. Music CDs .10 cents/day
- e. Puppets .25 cents/day
- f. CD-ROM Games .50 cents/day
- g. Videos/DVD .50 cents/day

2. Overdue fines will not be charged on days when the library is closed.

G. LATE NOTICES/BILLING

1. Two overdue notices are generated by the eiNetwork and mailed to the patron.
2. If the materials are not returned, a bill is then generated by the eiNetwork and sent to the patron.
3. The Circulation Supervisor then attempts to contact the patron by telephone.
4. If the item(s) are still not returned, a letter is sent to the patron outlining replacement costs (Appendix B).
5. Borrowing privileges are suspended at all ACLA member libraries until the account is clear.
6. Depending on the value of the items retained, the patron may then be notified by certified mail that the case will be turned over to the District Magistrate in 30 days (Appendix C).

H. FINE THRESHOLD

1. A patron is considered delinquent if his/her fines exceed **\$5.00**.
2. Borrowing privileges will be suspended at all ACLA member libraries until the total fines are brought below **\$5.00**.

I. MAXIMUM FINE PER ITEM

1. The maximum fine shall not exceed the current replacement cost of the item.
2. For out of print items, the fine shall not exceed the current average cost of a similar item in the same format (hardback, paperback, DVD, etc.)
3. The replacement cost for lost or damaged items is determined by using standard bibliographic sources.

J. PROCESSING FEE:

1. BPPL will NOT charge a processing fee for lost items.
2. Materials belonging to other ACLA libraries will be assessed a processing fee according to the owning library's policy.

K. CONFIDENTIALITY OF LIBRARY RECORDS

1. In accordance with Pennsylvania Act 1984-90, Section 428, records related to the circulation of library materials and other records identifying individual patrons or library usage will be considered confidential in nature and made available only by a court order in a criminal proceeding.

APPENDIX A

ACLA MEMBER LIBRARIES

[ACLA \(Allegheny County Library Association\)](#)
[ACLA Mobile Library Services](#)
[Andrew Carnegie Free Library \(Carnegie\)](#)
[Avalon Public Library](#)
[Baldwin Borough Library](#)
[Bayne Memorial Library \(Bellevue\)](#)
[Bethel Park Public Library](#)
[Braddock Carnegie Library](#)
 [Turtle Creek Branch](#)
[Brentwood Library](#)
[Bridgeville Public Library](#)
[C. C. Mellor Memorial Library \(Edgewood\)](#)
 [Forest Hills Branch](#)
[Carnegie Library of McKeesport](#)
 [Duquesne Branch](#)
 [Elizabeth Forward Branch](#)
 [White Oak Branch](#)
[Carnegie Free Library of Swissvale](#)
[Carnegie Library of Homestead](#)
[Carnegie Library of Pittsburgh](#)
 [Allegheny Regional](#)
 [Beechview](#)
 [Brookline](#)
 [Carrick](#)
 [Downtown & Business](#)
 [East Liberty](#)
 [Hazelwood](#)
 [Hill District](#)
 [Homewood](#)
 [Knoxville](#)
 [Lawrenceville](#)
 [Library for the Blind](#)
 [Martin Luther King, Jr.](#)
 [Mt. Washington](#)
 [Oakland \(Main Library\)](#)
 [Sheraden](#)
 [South Side](#)
 [Squirrel Hill](#)
 [West End](#)
 [Woods Run](#)
[Carnegie Museum of Natural History Library](#)
[Clairton Public Library](#)
[Community Library of Allegheny Valley--Harrison](#)
 [Community Library of Allegheny Valley--](#)
[Tarentum](#)
[Community Library of Castle Shannon](#)

[Coraopolis Memorial Library](#)
[Crafton Public Library](#)
[Dormont Public Library](#)
[F.O.R. Sto-Rox Library \(McKees Rocks\)](#)
[Green Tree Public Library](#)
[Hampton Community Library](#)
[Jefferson Hills Public Library](#)
[Knowledge Connections](#)
 [Burns Heights](#)
 [Garfield Heights](#)
 [Glen Hazel](#)
 [Hawkins Village](#)
 [Hays Manor](#)
 [Homewood North](#)
 [Mon View Heights](#)
 [Mooncrest](#)
 [North View Heights](#)
 [Ohio View Acres](#)
 [Prospect Terrace](#)
 [Sheldon Park](#)
 [St. Clair Village](#)
[Lauri Ann West Memorial Library \(O'Hara Twp\)](#)
 [Sharpsburg Branch](#)
[Monroeville Public Library](#)
[Moon Township Public Library](#)
[Mt. Lebanon Public Library](#)
[North Versailles Public Library](#)
[Northern Tier Regional Library](#)
 [Pine Center Branch](#)
[Northland Public Library](#)
[Oakmont Carnegie Library](#)
[Penn Hills Public Library](#)
 [Lincoln Park Branch](#)
[Pleasant Hills Public Library](#)
[Plum Community Library](#)
[Scott Township Library](#)
[Sewickley Public Library](#)
[Shaler North Hills Library](#)
[South Fayette Township Library](#)
[South Park Township Library](#)
[Springdale Free Public Library](#)
[Upper Saint Clair Township Library](#)
[Western Allegheny Community Library](#)
[Whitehall Public Library](#)
[Wilkinsburg Public Library](#)
 [Eastridge Branch](#)