

BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 104

TITLE: LOAN PERIODS AND FEES

DATE ISSUED: June 2009; Revised 3/2011; 7/2017; 1/2020:1/2022

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. Music CDs | 3 weeks |
| 4. Adult Magazines | 3 weeks |
| 5. Teen Magazines | 1 week |
| 6. Juvenile Magazines | 1 week/3 weeks |
| 7. Puppets/ Realia | 1 week |
| 8. Videos/DVD | 1 week |
| 9. New Fiction Books | 1 week |
| 10. Mobile Hotspots | 1 week |

C. RENEWALS:

1. Most items may be renewed six (6) times unless there is an outstanding request for the title. Exceptions include nontraditional items such as hotspots.
2. Materials may be renewed in person at any ACLA member library (Appendix A), by telephone, or online.
3. Items eligible for renewal will automatically renew three days before their due date, extending their loan periods from their original due dates. Most physical items are eligible for automatic renewal unless there is an outstanding request for that item.

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. LATE FEES

1. Bethel Park Public Library does NOT charge late fees for overdue materials.

G. LATE NOTICES/BILLING

1. Two overdue notices are generated and e-mailed to the patron.
2. If the materials are not returned, a bill outlining replacement costs is then generated and mailed to the patron.
3. Borrowing privileges are suspended at all ACLA member libraries until the account is clear.
4. If the bill is not paid in full, the patron account will then be submitted to a collection agency.
5. If a billed item is paid for and the item is found and returned to the Library within 30 days of payment, a refund will be given. No refunds will be issued after 30 days following payment of a billed item.

H. FEES THRESHOLD

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

I. 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.

J. 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](#)
[Beechview](#)
[Brookline](#)
[Carrick](#)
[Downtown & Business](#)
[East Liberty](#)
[Hazelwood](#)
[Hill District](#)
[Homewood](#)
[Knoxville](#)
[Lawrenceville](#)
[Library for the Blind](#)
[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](#)
[Cooper-Siegel Community Library \(O'Hara
Twp\)](#)
[Sharpsburg Branch](#)
[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](#)
[Millvale Community Library](#)
[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](#)
[Robinson Township Library](#)
[Scott Township Library](#)
[Sewickley Public Library](#)
[Shaler North Hills Library](#)
[South Fayette Township Library](#)
[South Park Township Library](#)
[Springdale Free Public Library](#)
[Upper St. Clair Township Library](#)
[Western Allegheny Community Library](#)
[Whitehall Public Library](#)
[Wilkinsburg Public Library](#)
[Eastridge Branch](#)