

Greensburg Hempfield Area Library

Circulation Policy

Policy Number: 2

Date Last Updated: June 9, 2015

Purpose: To set guidelines for lending of Library materials so as to encourage the greatest use of materials by the largest number of Library users.

Statement of Policy: A Library card permits the borrowing of Library materials which are public property and must be returned. Library users are responsible for all Library property checked out on their cards. Parents or legal guardians are responsible for materials checked out to minors under the age of 18. According to Pennsylvania Law, failure to return Library property after notice to return, Library theft, and willful damage of Library property are crimes.

References: 18 Pa. Cons. Stat. Sec. 6708, 18 Pa. Cons. Stat. Sec. 3929.1 and 24 Pa. Cons. State. Sec. 4427.

1. Loan period, renewal, and overdue

- A. Borrowers must be a patron in good standing and currently registered to borrow materials from the Library.
- B. Each cardholder is limited to 20 combined items, not including e-Books. (See 1.4 for e-Media policy.
 - Most new fiction books circulate for seven (7) days.
 - New non-fiction books circulate for fourteen (14) days.
 - DVDs (up to five per patron) circulate for seven (7) days to cardholders 16 years of age and older.
 - Books on CD (up to four per patron) circulate for fourteen (14) days.
 - Language CDs (up to two sets per patron) circulate for twenty-one (21) days.
 - All other materials circulate for twenty-one (21) days.
 - Reference materials, periodicals, and Pennsylvania Room materials do **not** circulate.
- C. If material is renewable and does not have a reserve, the material may be renewed once. Phone or online renewals are allowed, except when items are on reserve.
- D. For e-Media policies, see WLN website <http://wlnonline.lib.overdrive.com> under Help.
- E. An item is considered overdue if it has not been renewed (if permitted) or returned by the Library's closing time on the due date.

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2. Confidentiality

The GHAL considers all records relating to patron registration and the subsequent use of and circulation by patrons of materials provided by the GHAL to be confidential. (Reference: Policy 3, Confidentiality)

3. Reserved Materials

- A. The Library will accept reserves for materials in person, via the website, or telephone.
- B. Patrons will be placed on the reserved waiting list in the order the request is received.
- C. Patrons will be called or e-mailed when reserved materials become available.
- D. After a patron is notified, he/she has five days to pick up the materials.

4. **For e-Media policies**, see the WLN website <http://westmoreland.lib.overdrive.com> under Help.

5. Charges for Services, Fines, and Fee

- A. As always, library materials are free of charge when returned on or before the due date. Fines will be assessed for all late items.
- B. Patrons will be charged one dollar per day for overdue DVDs.
- C. Patrons will be charged ten cents per day for Children's Books.
- D. Adult items (Books, Books on CDs, Language CDs, and Young Adult books) will be charged twenty-five cents per day.
- E. A replacement fee of three dollars will be charged for lost library cards.

6. Lost or damaged materials

- A. Borrowers need to take care of GHAL materials borrowed on their cards. If materials are lost or damaged beyond repair, the GHAL may charge the user the replacement cost, processing fee and overdue fines of the items.
- B. The cost of the material is determined by the price listed in our catalog record.

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- C. Patrons with nonpayment of lost or damaged items may be subject to loss of circulation or library Internet privileges. The loss of privileges applies to the entire household of the cardholder.

7. **Special collections**

- A. The special collections at the GHAL include reference materials and Pennsylvania Room materials.
- B. Special collection materials do not circulate and must be used within the library. Fragile items or items that are protected with specific restrictions may not be available for use.
- C. All special collections materials must be handled with caution and not subjected to the risk of damage from food, drink, ink, or rough handling.

8. **Audiovisual resources**

- A. Audiovisual resources include, DVDs, Book CDs and Language CDs.
- B. Only cardholders 16 years of age and older may check out audiovisual materials.
- C. Circulation policies for audiovisual materials are as follows
 - DVDs (up to 5) circulate for 7 days.
 - Book CDs (up to 4) circulate for 14 days.
 - Language CDs (up to 2 sets) circulate for 21 days.
- D. Damaged or lost audiovisual materials are subject to a replacement fee and follow the same protocols listed in section 6 of this policy.

9. **E-books and Downloadable Audio**

- A. Our digital collection includes books and audiobooks that can be downloaded when they are available.
- B. E-books and audiobooks are only available with a library card.
- C. Software may need to be installed on your computer or e-reader for e-Media to download and process correctly. Help is available at the Library and at the Library website if needed.
- D. Materials are automatically returned to the library on the day they are due.