

## **WERNERSVILLE PUBLIC LIBRARY LIBRARY SERVICE POLICIES**

The Wernersville Public Library serves its patrons by maintaining its collection of materials in accordance with its Mission Statement. The Library is open at such hours as are deemed most suitable for maximum patron usage. Hours are posted on the library doors.

### **EQUIPMENT USE AND CHARGES**

Computers and printers are located in the circulation room of the library. The programs these computers access, such as electronic reference materials or the Access PA Inter-Library Loan program, are available to all patrons during library hours free of charge. Photocopies are available in the library at \$.25 per side. Black and white computer copies are available at \$.25 per side; colored computer copies are available at \$1.00 per side. Double-sided copies are available for \$.40 per printed page. The library staff, upon request, will provide assistance.

The fax machine is available to the public upon request at a cost of \$1.00 for each page. International faxes are \$5.00 for the first page and \$1.00 for each additional page.

### **BORROWING PRIVILEGES AND OBLIGATIONS**

The Wernersville Public Library serves the residents of the Borough of Wernersville, South Heidelberg and Lower Heidelberg Townships. The library issues a card to any resident of Berks County who requests one; the borrower must show proof of identity and residency. Borrowers are expected to take care of the books, periodicals, audio and video items and any other materials signed out on their cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card, are eligible for a BCPL library card without fee. Such non-residents of Berks County are required to register and provide proof of identity in the same manner as county residents.

Non-residents of Berks County who don't have a valid out-of-county library card may be issued a borrower card upon payment of a \$40 annual fee and upon providing proof of identity in the same manner as county residents. This card can be used only at BCPL libraries. The State Library will be the "library of last resort" for all state residents. If a non-resident refuses to pay the \$40 non-resident fee because s/he doesn't have a home library, that person can be referred to state library. To register for a State Library card, call the Bureau of the State Library in Harrisburg. The general office number is 717-787-2646. The State library card can be presented to a BCPL library in order to obtain a BCPL card at no cost.

Borrowers are expected to take care of the books, periodicals, audio and video items and any other materials signed out on their cards. A borrower's card may be revoked at the discretion of the librarian for gross mishandling of materials. This includes damage to items and failure to return and /or pay fines and charges on overdue or lost materials. If a

patron has not used their card in 7 yrs. and has no fines on their account, they will automatically be dropped from the system. They will have to fill out a new library card application and be re-registered. If a person has fines they will not be dropped from the system, ever! Patrons will not be permitted to check out materials, access the Internet through our library from their home computer or use the computers in the library if their fines exceed \$10.00. Fines must be paid by the end of the calendar year or borrowing and computer privileges will be denied until such time as all fines are paid in full.

A child is eligible for a library card of his/her own. A parent or guardian must sign the application card for children up to 17 inclusive to indicate adult responsibility for materials borrowed.

If a library card is lost and must be replaced, the patron will be charged \$2.00 for a new card.

Wernersville Public Library will abide by the System Service Policies.

### **CIRCULATION POLICIES**

Books, periodicals, audios and DVD sets may circulate for three weeks in accordance with the standardized countywide circulation policies. DVDs may circulate for one week. These materials, except those labeled NEW, may be renewed once in person, over the phone, or online if there is no hold on the item. New items may not be renewed. DVDs may be signed out for a seven-day period. Failure to return books, periodicals, audios, on time results in a \$.10 a day fine, \$.50 a day for DVDs, and \$.50 a day for interlibrary loan items. Lost materials and materials damaged beyond repair shall be reimbursed for an amount equal to the replacement cost plus a \$5.00 processing fee.

\*Only 10 DVDs may be checked out to a single patron at a time.

### **BULLETIN BOARD RESTRICTIONS**

The Library Director shall be contacted prior to posting notices/bulletins any place in the library. The Library Director shall determine if the posting is valid. No personal information will be posted for persons under the age of 18 years.

### **CONFIDENTIALITY OF RECORDS**

All materials are loaned to patrons under an assigned number. The record of these numbers is confidential and is not disclosed to anyone other than the library staff in accordance with Federal law.

## **GIFTS**

All donations of used materials and equipment shall be accepted at the discretion of the Library Director with the understanding by the donor that such materials will be retained or disposed of based on the needs of the library.

Librarians will not place a monetary value on donations of used materials.

## **CHALLENGES OF MATERIALS**

Persons wishing to challenge any library materials shall be asked to address their concern to the Library Board in writing using the form, "Request for Reconsideration of Materials." A committee appointed by the Library Board will review the material challenged and make a recommendation to the Board. The Library Board will render the final decision.

## **INTER-LIBRARY LOAN POLICIES**

Inter-library loan privileges are available to all registered borrowers of the Wernersville Public Library.

No more than five books or periodical articles may be requested at a time.

Paperback fiction books and books which may be purchased for under \$10.00 are not considered appropriate for out of county requests.

Articles from periodicals may be requested following the same procedure as for books. Patrons may be asked to pay a fee to the lending library for photocopies of said articles.

A fee of \$.50 per day shall be charged for overdue inter-library loan materials. Fines can be paid at any system library.

Reimbursement for damage to or loss of inter-library loan materials shall be determined by the lending library.

Inter-library loan privileges may be revoked at the discretion of the librarian for failure to return materials promptly and/or to pay fines for overdue inter-library materials and/or to pay for lost or damaged materials. Failure to pick up an inter-library loan item will result in a \$2.00 fine, and a second infraction will result in loss of inter-library loan privileges.

Books, magazines, audios and DVD sets from the Wernersville Public Library may be loaned to other libraries for a three-week period. Videos may be loaned for one week. New items may be loaned only with special permission from the Director. Books from

the Local History Collection and reference books may not be loaned to other libraries. Up to five pages of magazine articles will be photocopied for inter-library loan free of charge; thereafter, a fee of \$.50 per page will apply.

### **DISPLAYS AND EXHIBITS**

Patrons who wish to present a display or an exhibit in the library shall obtain permission from the Library Director beforehand. Appropriateness and size will be considered. Exhibits of a commercial nature shall not be considered and only one display per year per person can be displayed for 30 days.