



Mifflin Community Library

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POLICY

BORROWING PRIVILEGES, CIRCULATION & OVERDUE MATERIALS Effective January 1, 2019

Berks County Public Library (BCPL) System Borrowing Policies

Borrowing, circulation, and overdues for Mifflin Community Library (MCL) are governed by the system-wide policy entitled “Berks County Public Library System Borrowing Policies.” This policy is available on the MCL website in the About Us> Policies section. The system policy deals with library card registration, library card information, cardholder responsibilities, cardholder privileges, suspension of cardholder privileges, expiration of library cards, material loan periods, renewals, maximum number of items, placing a hold, fines, overdue notices, fees, refunds for lost items, and returns/bookdrop policy.

This MCL policy is intended to be a supplement to the system policy. In case of conflict, the BCPL policy supersedes the local policy.

Responsibilities of Borrowers/Card Holders

It is the responsibility of the borrower/card holder to:

- Ensure that materials borrowed on his/her card are returned in a timely manner and in good condition. Items may be returned to any BCPL library, except for museum passes, e-readers, video games, and items borrowed from outside BCPL, which must be returned to the issuing library and may not be put in the bookdrop.
- Report any damage upon return. Failure to report damage could result in a patron’s being charged a replacement cost if damage is subsequently discovered. The Library does not accept responsibility for damage to a patron’s video/DVD or audio equipment that is reported to be caused by library materials.
- Return A-V items inside the library or to the AV bookdrop whenever possible to avoid damage to the items.
- As applicable - pay overdue fines or replacement costs and \$5 administrative fee for lost or damaged materials.
- Report changes of address, telephone number, and email address to MCL or any other library in the BCPL system. Report lost/stolen library cards immediately.

Loan Periods

Patrons may borrow and renew library materials according to the following BCPL policy:

<u>Item</u>	<u>Loan Period</u>	<u>Renewals</u> ^{1,2}
Audio, Books,	21 days	two, unless reserved or NEW
DVDs,	7 days	two, unless reserved or NEW
DVD sets, E-readers	21 days	none
Magazines	21 days	two
Museum Passes	7 days	none

¹ Renewals can be performed in person, via phone, or on-line

² Renewals for a library’s own materials are a local option; renewals for another library’s materials must follow the system-wide policy stated above. Computer renewal tables are set to system-wide policy.

Restrictions

- Reference materials, current issues of periodicals, and other items marked “In-Library Use Only” do not circulate.
- Most patron accounts allow 50 (fifty) items to be checked out at one time. There is no restriction by type of item with the exception that patrons are limited to 10 ten DVDs per person per visit.

Reserves/Holds and Interlibrary Loan Items

Patrons may reserve items that are currently in circulation and/or items available for loan from other system libraries or request items from outside the system on Interlibrary Loan (*see Interlibrary Loan Policy*). After MCL notifies a patron by phone that a reserved item is available for pick-up, the item will be held for that patron for 1 week (7 days), except for museum passes, which will be held for 2 days.

Suspended Borrowing/Renewal Privileges

Borrowing and renewal privileges may be denied to any patron who is responsible for:

- unpaid fines or replacement fees exceeding \$10.00.
- fines and fees from a previous calendar year (All debts must be paid **in full** by the end of a calendar year before items may be borrowed in a new calendar year)
- More than three items out with a status of “claimed returned.”
- Repeatedly ignoring library overdue notices and failing to return materials.

Overdue Materials / Fine Policies

Fines will be charged when library materials are returned after the date due. Fines are charged for each calendar day beyond the due date at the following amount:

<u>Fines</u>	<u>Adult/YA Materials</u>	<u>Juv Materials</u>
Audio & books	\$0.25/day (\$5.00 max)	none
DVDs, DVD sets, CDs	\$0.25/day (\$5.00 max)	\$0.25/day (\$5.00 max)
Magazines	\$0.25/day (\$2.00 max)	none
Museum passes, ILLs, E-readers	\$1.00 per day	N/A
Playaways	\$0.25/day (\$5.00 max)	none

If materials are lost or damaged beyond repair, the fee charged will be equivalent to the replacement value of the item, plus a \$5.00 administrative fee. The replacement cost of a museum pass is \$15. Lost materials which are returned remain the property of the library even if the materials were returned too late for the patron to receive a credit for the replacement cost. The period of time which an item may be returned to receive a credit for the replacement cost is 60 days after it was declared “lost.”

Overdue notices will be mailed, emailed or texted based on patron preference. Patrons who select mail will be phoned after materials are overdue. After an item is 30 days overdue, it will be converted to “Lost” status. Once an item is declared “lost,” the administrative fee remains to be paid, even if the item is returned.

Exceptions to the above policies are at the discretion of the Library Director.

Policy reviewed & approved on September 23, 2020 by the Mifflin Community Library Board of Directors.