

# Hamburg Public Library Service Policies

## I. Mission

A. The Hamburg Public Library provides services and programs for our community to encourage coming together, forming connections, engaging in lifelong learning, and finding inspiration. We believe in honoring yesterday, embracing today, and inspiring tomorrow.

## II. Use of Facilities

A. Hamburg Public Library is to be used for library and library-sanctioned purposes only.

B. Hamburg Public Library provides an area for announcements by non-profit organizations.

C. Library activities shall have first priority.

D. No smoking permitted in the library.

## III. Operational Policies

A. Operating hours shall be agreed upon by the Board of Trustees in consultation with the library director and in accordance with state minimum requirements.

B. The library's hours will be available in the library and online.

1. In the case of an emergency requiring adjustment to hours, the library director will inform the Board President or Vice-President, the Berks County Public Libraries System Administrator, and the Reading Library District Consultant.

C. Emergency Closings

1. The library may close if conditions are dangerous. Emergency closings will be posted on WFMZ and on social media.

## IV. Services Policies

A. Hamburg Public Library Service Policies, including loan periods, the issuance of library cards, and borrowing practices, shall be in accordance with the current countywide BCPL Service Policy. This policy can be found online. Special exceptions may be made at the discretion of the Library Director.

B. Hamburg Public Library does not charge overdue fines on late materials.

1. Exceptions to this policy include items owed by other Berks County libraries still charging fines, museum passes, learning activity kits, and interlibrary loans (materials borrowed from outside the county).

C. Borrowers are responsible for all materials checked out on their library card. Parents or guardians are responsible for materials checked out on juvenile cards. Borrowers are obligated to pay for lost or damaged materials. Materials more than 30 days overdue may be subject to an administrative fee.

D. In the event that the value of lost/retained materials is more than \$100, a billing notice will be sent by certified mail. If the lost materials are not returned within two weeks of the receipt of the billing notice, the Hamburg Borough Police may be contacted to aid in the return of the library's materials.

1. Section 6708 of Title 18, Pennsylvania Code makes it a summary offense to retain library property after being notified to return it.

E. All fines and fees from prior calendar years must be paid in order to borrow items or use a library computer in the current year.

F. Hamburg Public Library provides Interlibrary Loan services free of charge to all patrons for items not found in the county system. No more than five Interlibrary Loan requests will be processed for a patron at one time.

## **V. Use of Library Equipment**

A. A photocopier and fax machine are available for use at a cost set by the Library Director.

B. Hamburg Public Library has 7 computers and 7 laptops available free of charge during library hours. All patrons must abide by the Berks County Public Library Internet Policy when using Hamburg Public Library computers.

C. Wireless internet access is available inside the library and the library grounds. All WiFi users must agree to and abide by the Berks County Public Library Internet Policy.

D. Library staff computers are off limits to all patrons.

## **VI. Confidentiality of Library Records**

A. Records related to the circulation of library materials which contain the names or other personally identifying details regarding the user shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding following Pennsylvania Library Code 24 P.S. § 4422.