

## **Hamburg Public Library Service Policies**

### **I. Mission**

A. The Hamburg Public Library provides essential resources and programs that help our community learn, connect, and succeed.

### **II. Use of Facilities**

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

B. Library activities and events shall take precedence over other uses.

C. Hamburg Public Library provides an area for announcements by non-profit organizations. The library's policy on displays, exhibits and bulletin board restrictions is stated in the Hamburg Public Library Display Policy.

D. Smoking, vaping, and the use of tobacco products are strictly prohibited on library premises.

### **III. Operational Policies**

A. Operating hours shall be approved 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 posted both in the library and online. The library may close if conditions are deemed dangerous. Emergency closings will be communicated via WFMZ, social media, and other appropriate channels. Guidelines for determining emergency closures are outlined in the Hamburg Public Library Inclement Weather Policy.

### **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 Berks County Public Libraries Borrowing 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. Exceptions to this policy are detailed in the BCPL Borrowing Policy

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.

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 computers and laptops available for use free of charge during library hours. All patrons must abide by the Berks County Public Library Internet Access 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 Access 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.