



# Upper Dublin Public Library

## Materials Use Policy

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community.*

**UDPL—We're About You!**

**Your LIBRARY CARD** opens up a world of opportunity. Use it to check out materials from the library's collection of 110,000 items, to request materials from other libraries or to utilize the library's virtual services, such as downloadable eBooks, emagazines & audiobooks and the PA Power Library databases. You can also use it at any MCLINC (Montgomery County Library and Information Network Consortium) and Access PA libraries.

- Any resident of Upper Dublin is eligible to register for a free borrower's card, renewable every 3 years. The library will require identification with the name & current mailing address of the applicant for new registration & renewals. Examples of acceptable forms of identification are: driver's license, government identification, utility bill, lease, property tax bill or bank statement. Replacement fee: \$1.00. Cardholders are responsible for all materials checked out on their cards, including overdue fines & fees for loss or damage. Failure to return materials & outstanding fines of \$15 or more may result in suspension of borrowing privileges.
- Those under 18 may obtain a library card with the signature of a parent/guardian who will be financially responsible for any materials borrowed on the youth's card. Upon turning 18, juvenile cardholders will be required to complete their own application forms.
- The Library may issue a nonresident card (no Access PA sticker and good for one year) to customers who work in Upper Dublin Township, but do not reside here. Proof of work and home addresses are required. Nonresident cardholders are restricted to borrowing only Upper Dublin Public Library materials.

### **LOAN PERIODS**

- 1 hour – in-library devices (see Device Use Policy and Agreement)
- 3 days (begins at 3 pm on Day 1 and ends at noon on Day 3) - museum/arboreta passes
- 7 days - DVDs (single/double disk sets), video games, holiday books, magazines, Circulating Tech
- 14 days - new adult fiction
- 21 days - all other materials
- Reference, most recent magazine issues, and some special materials do not circulate. Please note that items borrowed from other libraries may have a different loan period or fine structure, which we are required to honor.

### **LOAN RESTRICTIONS**

- Video games from the adult collection and museum passes must be checked out on an adult library card.
- Devices, Museum/arboreta passes and Circulating Tech must be picked up/returned at UDP Library and cannot be transferred to other libraries. See additional instructions for these special collections.

## **RENEWALS**

Most items may be renewed for three additional loan periods unless the item has been reserved by another patron. Renew in person, by phone or through the Library's website. Phone and website renewals require your library card number and the titles and/or barcodes of the items to be renewed. Website renewal also requires a password.

## **OVERDUE FINES**

- Juvenile Collection Item: 15¢ a day. Max per item: \$8.00. Magazine max: \$6.00.
- Adult Collection Item: 25¢ a day. Max per item: \$12.00. Magazine max: \$6.00.
- DVDs/Video Games/Kill a Watts: \$1.00 per day. Max per item: \$10.00
- Circulating Tech: \$5.00 per day. Max per item: Cost to replace.
- Museum/Arboreta Passes: \$20 a day. Max per item: Cost to replace the pass.

A notice will be sent after library material is late. If the material is not returned within two weeks, a second notice will be sent. Bills will be issued when an item is 5 weeks late, and will include the cost of replacing each item. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are either returned or paid for if lost and/or damaged.

Under Pennsylvania law, 18 Pa.C.S.A § 6709, it is a summary offense to retain library property after being notified to return it. In the event of theft or retention of library materials after notice to return, the Library will release to the appropriate law enforcement officers, court officers or collection agencies the relevant patron records, including the name and address of the person committing the offense and a list of materials stolen or retained with the replacement costs.

## **FEES FOR LOST OR DAMAGED ITEMS**

- Retail price of item. Replacement copies will not be accepted in lieu of fees.
- Additional fees for lost /damaged packaging may apply.

## **OTHER FEES**

Returning Circulating Tech to library other than UDPL \$2.00/ea; Photocopies & Printouts B&W (8.5x11) 15¢/ea; B&W (8.5x14 & 11x17) 30¢/ea; Color (8.5x11) 50¢/ea; Color (8.5x14, 11x17) \$1/ea; Thumb drives: market price; Earbuds: market price.

**Materials borrowed from the UDP Library may be returned to other participating Pennsylvania Access libraries (except where loan restrictions prohibit), but the cardholder to whom the items are charged is responsible for those materials until they are actually in the possession of the Upper Dublin Public Library.**

Adopted by the Upper Dublin Public Library Board 10/4/2004. Effective 12/29/2004. Rev. 2/21/2007, 1/3/2008, 1/21/09, 2/17/2010, 3/16/2011, 2/15/2012, 9/19/2012, 4/17/13, 6/19/2013, 11/20/2013, 2/19/2014, 2/18/2015, 10/19/2016, 11/15/2017, 01/17/2018