

# Automation Policy of the Delaware County Library System

Approved by DCLS Board Oct. 5, 2000

Revised and approved by DCLS Board, March 4, 2004 and Nov. 3, 2005

## Database:

- There will be a single patron database.
- Patrons are able to register at any library.
- The registration form will be sent to the home library. Corrections will be the responsibility of the home library.

## Circulation Periods:

<b>Standard Circ. Period:</b>	21 days
<b>New Items (optional)</b>	14 days
<b>Renewals (2 only)</b>	14 (new) 21 (other)
<b>ILL (not among DCLS)</b>	30 days / 21 days for feature films
<b>Periodicals &amp; other</b> (music, CD-ROM, art prints, vertical file)	21 days
<b>Video/DVD</b>	3 days (feature <u>films</u> ) 7 (other)
<b>Video Games</b>	7 days
<b>Overdue Notices (in days)</b>	14/28/42/56-bill*
<b>Hold Expiration</b>	7 days

## Renewals:

- Renew items for patrons in person, by phone and by the Internet.
- No renewals for items on reserve.
- No renewals for feature films or CD-ROM/Games.
- Patrons would not need to bring the book into the library.
- Items may be renewed twice.
- Patrons may renew books that are less than three weeks overdue. The patron is still responsible for any fines that have accrued.
- Only items that are not overdue can be renewed online or by automated telephone system.
- Renewals can be done at any library.

## Extended Circulation Periods (teachers, people on vacation):

- At the discretion of the library, and the library should have a written policy
- Libraries should only do this for their own materials

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\* If a library wishes to prosecute under the state's Return of Library Property After Note to Return law, the final notice must be sent by registered or certified letter.

**Limit the number of items checked out:**

- Because each library's collection is different, it should be at the discretion of the library and the library should have a written policy

**Materials Return:**

- Any material can be returned at any library, except Access PA/OCLC ILL items, which must be returned to the library from which they were borrowed.
- All library materials can be returned in the appropriate drop boxes.

**Fines and Fees:** (a two tier system, based on the type of material, not the patron type)

- Adult Materials: \$0.20 per day.
- Juvenile Materials: \$0.10 per day (includes Young Adult material)
- ILL \$0.50 per day
- Video overdue: \$1.00 per day (DE Videos included)
- Video service fee: \$1.00 for DE feature videos to be returned monthly to DE.
- No service fee for non-feature videos/DVDs purchased by DCLS or with LSTA funds. Required of District Center Libraries.
- User fees for remotely held items will be based on the circulation policy of the pickup location library.
- Charge for fines on days when library is closed: NO.
- Replace library card: \$3.00

**Fine maximum:**

- \$10.00, or cost of book if less

**Charge for overdue notices,**

- A fee of \$0.50 is added for the generation and mailing of an overdue notice.

**Blocking of Patrons:**

- Level 1, a "reminder" notice, for fines \$0.01 to \$10.00 or one book overdue. Block done by staff, not controlled by automated system
- Level 2, must be overridden by a supervisor or library director, for fines over \$10.00 or if the patron has a book more than 2 weeks overdue.
- Level 3, if over \$25.00 in fines/fees, or has been billed for the item no overrides. Block done by staff, not controlled by automated system.

**Remote Holds:**

- Remote holds may be placed on any item, except feature films, reference materials and historic collections. Libraries may lend these items at their discretion.
- Recommend allowing feature films older than one year to be holdable.
- LSTA and DCLS purchased non-fiction videos must be lent at no charge and be holdable and available for interlibrary loan

### **Lost Books:**

- Money collected for lost books will be returned to the owning library.
- Refunds for returned lost books that were paid: the owning library's written policy will apply, contact owning library for details. Owing library will issue any refund to patron.

### **Library Cards:**

- Cards themselves, will have label with the patron's name
- ID will be required, showing patron's current address.
- Minimum age for card: at parents' request
- Age to be considered adult: 18
- Parent's signature required until the child is 18
- Expiration period: 3 years, with 1 year exception for college students, and other temporary addresses
- Fee for non-resident cards: recommend \$20.00/year, good only at that library, issuing library will insert pop-up message on the patron's record. They will not apply an Access PA sticker to the card.
- Acceptable ID for library cards: any official document that contains the patron's name and current address, e.g. driver's license, check book, phone bill, car registration. A photo ID is preferred. Do not record the ID number in the III database.
- Ability to check items out on application alone: covered by the local library's written policy
- If an Access PA patron does not have a valid library card from their home library and they work in Delaware County, they may be issued a library card based on their work address. They show proof of work address and their official municipality (pcode 3) will be their work location. The registration period is one year. No ACCESS PA sticker will be given.

### **Patron Types:**

- **Adult:** Persons 18 and over
- **Juvenile:** Persons birth through 17, requires parent/guardian signature
- **Temporary:** 1 year registration, includes college students, military, etc. 2nd address strongly recommended
- **Homebound:** Extended circulation period, no fines, no overdue notices
- **ILL:** Extended circulation period, 30 days. Out of county requests only. (In-county requests will be handled as a hold, with the circulation period taken from the lending library's regular schedule.)
- **Senior Citizen:** Persons 60 and over,
- **Trustee/Staff:** (includes volunteers) Fines can be overridden by a library for their own staff/trustees. Include a note field indicating library affiliation in the patron's record.
- **Out of State** 1 year, good only at the issuing library. NOTE: if an out of state person works locally, they can use their business address as their home location\*. They would get a regular card, good for one year. Requires second address.

\*If the person lives in Pennsylvania, but works in your community, they would need to get a library card from their local library with an Access PA sticker. This is difficult, but will generate Access PA income for the library.

**Video Circulation:**

Only adults may borrow videotapes and DVDs

Revisions to policy (2004) made by recommendation of the Automation Policy Committee, January 20, 2004 and reviewed by Library Directors at System Staff Meeting, February 19, 2004

Revised by the Policy Committee 9/05, reviewed at the System Staff Meeting 10/20/05.