BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 104
TITLE: LOAN PERIODS AND FEES
DATE ISSUED: June 2009; Revised 3/2011; 7/2017; 1/2020:1/2022; 11/2026

A. BORROWING LIMITS:

1. Each patron, regardless of age, may borrow an unlimited number it items per card.

B. LOAN PERIODS:

1. Books	3 weeks
2. Audio Books	3 weeks
3. Music CDs	3 weeks
4. Library of Things	3 weeks
5. Adult Magazines	3 weeks
6. Teen Magazines	1 week
7. Juvenile Magazines	1 week/3 weeks
8. Puppets/ Realia	1 week
9. Videos/DVD	1 week
10. New Fiction Books	1 week

C. RENEWALS:

1. Most items may be renewed six (6) times unless there is an outstanding request for the title. Exceptions include nontraditional items in the Library of Things.
2. Materials may be renewed in person at any ACLA member library (Appendix A), by telephone, or online.
3. Items eligible for renewal will automatically renew three days before their due date, extending their loan periods from their original due dates. Most physical items are eligible for automatic renewal unless there is an outstanding request for that item.

D. RESERVE REQUEST (Holds)

1. Any circulating material in any ACLA member library may be placed on reserve except for reference and non-request items.
2. Requests can be made at the circulation desk, by telephone, or online.
3. The patron will be contacted by telephone or e-mail when the item is available for pick up.
4. Items will be held for seven (7) days.

E. RETURNS

1. Library materials may be returned to the following places:
    a. Circulation desk
    b. Book Drop
    c. Any ACLA member library

F. LATE FEES

1. Bethel Park Public Library does NOT charge late fees for overdue materials.

G. LATE NOTICES/BILLING

1. Two overdue notices are generated and e-mailed to the patron.
2. If the materials are not returned, a bill outlining replacement costs is then generated and mailed to the patron.
3. Borrowing privileges are suspended at all ACLA member libraries until the account is clear.
4. If the bill is not paid in full, the patron account will then be submitted to a collection agency.
5. If a billed item is paid for and the item is found and returned to the Library within 30 days of payment, a refund will be given. No refunds will be issued after 30 days following payment of a billed item.

H. FEES THRESHOLD

1. A patron is considered delinquent if fees on his/her card exceed $35.00.
2. Borrowing privileges will be suspended at all ACLA member libraries until the total fees are brought below $35.00.

I. CONFIDENTIALITY OF LIBRARY RECORDS

1. In accordance with Pennsylvania Act 1984-90, Section 428, records related to the circulation of library materials and other records identifying individual patrons or library usage will be considered confidential in nature and made available only by court order in a criminal proceeding.

APPENDIX A

ACLA MEMBER LIBRARIES

ACLA (Allegheny County Library Association)
ACLA Mobile Library Services
Andrew Carnegie Free Library (Carnegie)
Avalon Public Library
Baldwin Borough Library
Bayne Memorial Library (Bellevue)
Bethel Park Public Library
Braddock Carnegie Library
    Turtle Creek Branch
Brentwood Library
Bridgeville Public Library
C. C. Mellor Memorial Library (Edgewood)
    Forest Hills Branch
Carnegie Library of McKeesport
    Duquesne Branch
    Elizabeth Forward Branch
    White Oak Branch
Carnegie Free Library of Swissvale
Carnegie Library of Homestead
Carnegie Library of Pittsburgh
    Allegheny
    Beechview
    Brookline
    Carrick
    Downtown & Business
    East Liberty
    Hazelwood
    Hill District
    Homewood
    Knoxville
    Lawrenceville
    Library for the Blind
    Mt. Washington
    Oakland (Main Library)
    Sheraden
    South Side
    Squirrel Hill
    West End
    Woods Run
Carnegie Museum of Natural History Library
Clairton Public Library
Community Library of Allegheny Valley--Harrison
    Community Library of Allegheny Valley--Tarentum
Community Library of Castle Shannon
Cooper-Siegel Community Library (O'Hara Twp)
    Sharpsburg Branch
Coraopolis Memorial Library
Crafton Public Library
Dormont Public Library
F.O.R. Sto-Rox Library (McKees Rocks)
Green Tree Public Library
Hampton Community Library
Jefferson Hills Public Library
Millvale Community Library
Monroeville Public Library
Moon Township Public Library
Mt. Lebanon Public Library
North Versailles Public Library
Northern Tier Regional Library
    Pine Center Branch
Northland Public Library
Oakmont Carnegie Library
Penn Hills Public Library
    Lincoln Park Branch
Pleasant Hills Public Library
Plum Community Library
Robinson Township Library
Scott Township Library
Sewickley Public Library
Shaler North Hills Library
South Fayette Township Library
South Park Township Library
Springdale Free Public Library
Upper St. Clair Township Library
Western Allegheny Community Library
Whitehall Public Library
Wilkinsburg Public Library
    Eastridge Branch