

SINKING SPRING PUBLIC LIBRARY'S GENERAL SERVICE POLICY

Hours

As posted on Sinking Spring Public Library web site <http://www.berks.lib.pa.us/sinkingspringpl/> or at the library.

Library Closings

The library will be closed for the following holidays: New Year's Day, May Primary Election Day, the Saturday before Memorial Day, Memorial Day, Fourth of July, the Saturday before Labor Day, Labor Day, November Election Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day. The library will be closed whenever the Wilson School District is closed a full day for inclement weather. If bad weather occurs on a weekend or during a school holiday, the library will be closed at the director's discretion. Fines on items due on days that the library is closed for bad weather will be waived.

Library Membership

All residents of Berks County may obtain a library card by filling out a membership form and providing a photo ID and proof of current residence. Residents of other Pennsylvania counties may also obtain library membership free of charge if they live in the service area of a library belonging to ACCESS PA. Children seventeen years of age and under are encouraged to obtain library cards, but parental permission is required.

Membership Cards

Membership cards must be presented to borrow materials or to gain access to the library's computers. A \$2.00 fee will be charged for replacing lost or damaged membership cards.

Loan Periods

Books, books on CD, books on tape, musical CDs, other audiotapes, and back issues of periodicals will be loaned for a period of 3 weeks. DVDs and Museum passes will be loaned for a period of 1 week at no charge. Interlibrary loan items will be due 3 days before the due date of the lending library; therefore, loan periods for these items will vary. Reference materials will not be loaned; they are for in-library use only.

Renewals

Any item may be renewed for another loan period as long as it is not on hold for another patron. An item may be renewed only once. An exception may be made for the library's own material which is not on hold for another patron. Renewals of interlibrary loan items must be requested 3 days in advance of the lending library's due date. Requests for renewal may be made on line, over the telephone or at the circulation desk. Patrons are asked to supply the title of the items(s) and to write the extended due date on the date due sticker on the back of the book.

Reserves

Members may reserve any item that is in circulation; reserves will be fulfilled in order from the earliest to the latest request. Reserves placed on items in advance of purchase are considered requests only; if and when the item is purchased and processed for circulation, the reserves will be fulfilled in order from the earliest to the latest request. Patrons will be notified by telephone or email when an item they have reserved has been returned to the library. After such notification, the item will be held for 7 days, after which it will be either, returned to the shelf, returned to the library that owns it, or checked out to the next person on the reserve list.

Overdue Materials

The fine charged for overdue adult and young adult materials is 10 cents per item per calendar day. The fine charged for all overdue DVD's, including children's DVD's is 50 cents per item per calendar day. The fine charged for all videotapes, including children's videotapes is 10 cents per item per calendar day. Fines on

overdue materials found in the book drop are calculated to the first possible day the items could have been returned, by checking the materials in using the book drop option on the computer.

All overdue fines, lost book fees, and miscellaneous fines that total over \$10.00 in the current year must be paid in full by December 31st of the current year. If they are not paid in full by December 31st, borrowing privileges and computer use will be suspended until the fines are paid in full. For any patron who owes more than \$10.00 at any time, borrowing privileges and computer use will be suspended until the fines are paid in full.

Lost Materials

The patron will be responsible for the replacement cost of lost items, plus a processing fee of \$5.00.

Damaged Materials

The patron will be responsible for the replacement cost of severely damaged items. Parents are expected to notify library staff of repairable damage to materials.

Public Announcement Display

Materials to be posted or displayed must be submitted to the librarian for consideration. As space permits, the librarian will post or otherwise display fliers, brochures, or other printed material from non-profit organizations deemed to be of interest to the community. The library will not post or display printed materials from for-profit organizations or from political parties.

Use of Library Equipment

Patrons are encouraged to use the library's computers for utilizing patron owned CD's or flash drives, library owned software and the Internet. Library staff will provide assistance as necessary and as time permits.

Patrons are responsible for damage to library hardware or software.

Library staff will show patrons how to make copies or will make copies for patrons as long as the copying does not violate copyright law. The cost of this service is 10 cents per page; color copies are 50 cents per page.

Library staff will not, however, do high-volume copying, defined as over 20 copies of a single page. Library staff will send facsimile transmissions (faxes) for patrons, at a cost of \$1.00 per page, with a maximum of 5 pages faxed per patron, per day. The library will not, however, serve as a fax receiver for individuals.

Confidentiality

In compliance with the Pennsylvania Library Records Confidentiality Act (Act 90/Section 428 of the Library Code), library staff or volunteers will not reveal the names of patrons or the nature of materials used by them to anyone, except by court order in a criminal proceeding, or under the terms of the Patriot Act.

11/21/23