

Adamstown Area Library Policies

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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council;
amended February 2, 1961; amended June 28, 1967;
amended January 23, 1980;
inclusion of "age" reaffirmed January 24, 1996.

Access for Children and Young Adults to Nonprint Materials

An Interpretation of the Library Bill of Rights

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

... The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

... [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the Motion Picture Association of America (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, Entertainment Software Rating Board (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing (Expurgation of Library Materials). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" (Labels and Rating Systems), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services

that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.
[ISBN 8389-7351-5]

Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on June 8, 2007.

Library Circulation Policies

Library Privileges

A. Eligibility for a Library Card

Individual Borrower's Card

A library card for the Library System of Lancaster County will be issued without charge to any resident of Lancaster County who is five years old or more.

Library patrons who live outside Lancaster County are encouraged to go to the Pennsylvania library that serves their home area and apply for a card. Library patrons who live outside Lancaster County will need proof of address using the list below.

A child under the age of 14 must have the library card application form signed by a parent or legal guardian who agrees to assume responsibility for the child's fines and cost of any lost materials as well as monitoring the materials borrowed by the child.

Proof of residence will include:

1. a valid drivers license
2. a current identification card
3. a bill from a utility company or retailer addressed to the person and dated in the last three months
4. a tax bill for a Lancaster County property
5. working papers issued to a teenager
6. a copy of a current lease or deed for a Lancaster County property
7. checks with a pre-printed Lancaster County address

B. Use of the Library card

A library card for the Library System of Lancaster County may be used at any public library that is a member of the Library System of Lancaster County.

Borrowing privileges may be suspended for the failure to return overdue books, failure to pay over due fines, or failure to pay for lost or damaged materials. The library will prosecute to the extent of the law permitted under the Retention of Library Property Act (Section 6708, Title 18 PA Code (PA CSA 6708) and the Library Theft Act of 1982.

Library patrons are requested to notifying any member library about the change of address within 30 days.

C. Patron Registration

The following information will be taken as part of patron registration:

- Municipality of residence
- Library of registration
- Name and address
- School District
- Birth date
- Driver's License/Photo ID Number
- Gender
- E-mail address
- School/homeschool
- Email address

D. Circulation Periods

Circulation of library materials will be as follows:

- DVDs & Museum Passes circulate 1 week
- All other materials circulate 2 weeks.

Note: All books will leave Cataloging & Acquisitions Services (CAS) as a 2 week item. Member libraries that wish High Demand/Best Sellers or other books to circulate for 1 week may change the item record to reflect that loan period. The member library will then be responsible for going back and changing High Demand/Best Sellers to two weeks when the demand lessens.

E. Fines and Fees

Fees for overdue library materials will be as follows:

- 30 cents per day for Adult and YA materials with a \$5.10 fine maximum per item
- 20 cents a day for Children's materials with a \$3 fine maximum per item
- \$1 a day for DVDs with a \$5 fine maximum per item

F. Over Due Notices

- First Notice at 2 Weeks

The first overdue notice will be sent to the most recent address listed in the library records for the patron account when the item is 2 weeks overdue. The notice will include a list of overdue materials.

Failure to return the items listed in this notice within seven (7) working days of the date of this notice will result in a suspension of a cardholder's borrowing privileges in each library in Lancaster County until the account is cleared.

Failure to return these items within 4 weeks after the original due date will result in a charge to the cardholder's account for the replacement cost of the materials.

- Second Notice: Bill for replacement at 4 weeks

The second notice is sent when the item is 4 weeks overdue. This is a bill for the replacement of the books. If the billed items are found, you need only pay the overdue fines.

G. Lost and Damaged items

Lost item charges will be the replacement cost of the item.

Member libraries can arrange an installment payment plan. It is the responsibility of the library patron to contact the library to arrange for the payment of overdue fines. If you have any questions about your account or this notice, please contact your local library.

H. Collection Agency

AAL reserves the right to send patron information to a collection agency if library item(s) are not returned after fourteen weeks. Replacement

costs must be paid in full to the collection agency (not AAL) before suspended borrowing privileges are restored.

I. Damage to Library Materials & Equipment

A patron is responsible for the replacement or repair costs for any library material that is damaged while the item is in that patron's possession. The determination of the exact cost for replacement or repair will be made by the Director of the Adamstown Area Library based upon the current Library System of Lancaster County Circulation Policy, the extent of the damage, and the value of the item in question.

Library patrons should not attempt to repair or replace the item themselves. Any attempt to do so may still result in the patron being held responsible for repair or replacement costs.

A damaged item should immediately be brought to the attention of the library staff upon its return. Damaged items left in the book drop or returned to the desk but not brought to the attention of a staff member will not be removed from a patron's record until the damage is discussed with a library staff member.

If an item becomes lodged within a machine, the patron should notify the library. The library will suspend the charging of overdue fines for the associated item from the date of notification. The patron should make every effort to have the item removed from the machine and return it to the library. If the item is damaged during removal, or cannot be removed, the patron will be held responsible for the replacement costs of that item.

The Adamstown Area Library will not be held responsible for any damage that occurs to a patron's personal audiovisual equipment or computer while a library item is in the machine.

Any use of materials belonging to the Adamstown Area Library constitutes acceptance of this policy.

*Approved by the Adamstown Area Library Board of Trustees May 23, 2002
Reviewed and Approved: October 12, 2007*

J. Enforcement of Overdue Fines

Library patrons or the parents of the juvenile library patron are expected to return library materials promptly and to pay any overdue fines incurred.

1. Status of borrowing privileges if the patron has an outstanding overdue account or owes fines

- a. If an item is less than 21 days overdue, patron may retain borrowing privileges
- b. If an item is more than 21 days overdue, borrowing privileges are suspended until the materials are returned and the overdue fine is paid.
- c. If a patron's overdue account totals more than \$6.00 borrowing privileges are suspended unless: Patron is paying an overdue fine through an approved installment plan. Information on this plan will be entered into the patron record. It will be removed upon final payment.
- d. Fines must be paid and overdue materials returned before suspended borrowing privileges are restored.
- e. Patron records will be noted with any exceptions. Notations to patron record will be eliminated when account is cleared up.

2. Claims returned

On occasion a library patron reports to the library that an overdue notice has been sent in error and the items have already been returned.

This is referred to as a "claims returned" response.

The library will accept the patrons' claimed returned response for up to two occasions. Each instance will be noted in the patrons account.

After 2 instances, the library will assume that there is a possibility of false reports of "claims returned." The most recent "claims returned" items will be considered overdue on the patrons account. The patron will be expected to return the items or reimburse the library for the lost materials according to the fee schedule listed. Failure to pay for lost

books will result in suspended library privileges until the account is cleared up.

K. Access for Children and Young People to Videotapes and Other Non Print Formats

Children under 18 years of age may not borrow R or X-rated materials without the consent of a parent or guardian who must be present at the time of transaction. Moreover, items must be checked out under parent's/guardian's library account.

L. Confidentiality

Pennsylvania State Law States that:

“Records related the circulation of the library materials which contain the names or other personally identifying details regarding the users of the state Library or any local library which is established or maintained under any law of the Commonwealth or the library of a university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.” (24 P.S. Section 4428.)

The Library System of Lancaster County and member libraries will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such process, order, or subpoena, library officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in the proper form or if good cause has not been shown, they will insist that such defects be cured.

This confidentiality policy applies equally to adults and minors. When an adult requests the records of a child, the library will respond only if the child consents to the request.

Telephone requests for information about materials checked out to patron accounts (adult or child) can be responded to if the caller has the barcode number on the library card.

Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on June 5, 2002; Revised and Approved on June 8, 2007

Damage to Library Materials & Equipment

A patron is responsible for the replacement or repair costs for any library material that is damaged while the item is in that patron's possession. The determination of the exact cost for replacement or repair will be made by the Director of the Adamstown Area Library based upon the current Library System of Lancaster County Circulation Policy, the extent of the damage, and the value of the item in question.

Library patrons should not attempt to repair or replace the item themselves. Any attempt to do so may still result in the patron being held responsible for repair or replacement costs.

A damaged item should immediately be brought to the attention of the library staff upon its return. Damaged items left in the book drop or returned to the desk but not brought to the attention of a staff member will not be removed from a patron's record until the damage is discussed with a library staff member.

If an item becomes lodged within a machine, the patron should notify the library. The library will suspend the charging of overdue fines for the associated item from the date of notification. The patron should make every effort to have the item removed from the machine and return it to the library. If the item is damaged during removal, or cannot be removed, the patron will be held responsible for the replacement costs of that item.

The Adamstown Area Library will not be held responsible for any damage that occurs to a patron's personal audiovisual equipment or computer while a library item is in the machine.

Any use of materials belonging to the Adamstown Area Library constitutes acceptance of this policy.

Approved by the Adamstown Area Library Board of Trustees May 23, 2002; Reviewed and Approved: October 12, 2007

Materials Reservation Policy

The Adamstown Area Library, being in the information business, is committed to providing quality service to its patrons, and is also committed to its role as part of the Library System of Lancaster County. To facilitate these commitments, the library agrees to:

- Place a patron reserve on any materials owned by the Adamstown Area Library.
- Attempt to obtain relevant information for a patron from another library within the Library System of Lancaster County if the information is not available at the Adamstown Area Library. If no information is available within the county, the Adamstown Area Library will attempt to obtain the information by using inter-library loan services. Every effort will be made to provide relevant information to the patron.

All materials owned by the Adamstown Area Library, except reference materials, special collections materials, and vertical file materials, if applicable, will be available for loan to other libraries within the Library System of Lancaster County.

Materials Selection Policy

Mission Statement

Adamstown Area Library serves as a vibrant community hub utilizing extensive resources to provide innovative programming and services that engage and educate residents of all ages and cultures.

The Adamstown Area Library is committed to:

- Meeting the informational needs of the community
- Meeting the recreational needs of the community
- Promoting life-long love of learning to area residents
- Reflecting a variety of opinions on a subject
- Serving all people, regardless of age, race, religion, gender, physical ability or economic status
- Presenting programs and materials which help to promote personal growth, economic self-sufficiency, optimum physical and mental health, and diverse arts and cultural opportunities.

The Community

The library serves the Borough of Adamstown, Brecknock (Lancaster) Township, Denver Borough and East and West Cocalico Township's growing populations which are becoming increasingly diverse. With rural roots, the community is slowly changing to reflect a variety of backgrounds, interests, abilities, opinions and needs.

Authority and Responsibility

The Adamstown Area Library Board of Trustees accepts final responsibility for materials selection, but delegates authority to the Library Director, and under his/her direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

Guidance of the American Library Association

The Adamstown Area Library endorses the Library Bill of Rights. (See appendix A).

Criteria For Selection

Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression.

While a simple standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the material to meet the informational needs of the community. In other instances, the criterion may be to meet substantial demand of the public.

General Criteria:

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity or breadth of collection
- Presentation of unique or controversial points of view
- Receipt of or nomination for major awards or prizes
- Quality of production
- Availability and suitability of format
- Suitability of subject, style and reading level for the intended audience

Collection Maintenance

Books and other materials are periodically withdrawn because information in them is dated, because the materials are damaged beyond repair, or because they do not circulate. Space, the cost of replacement, and the appearance of the collection are factors used in decision-making. Often withdrawn items can be used in the annual book sale. Sometimes materials are replaced by identical titles, but not always. Demand and adequate coverage of a subject area are considerations when determining whether or not an item will be replaced by an identical title. Sometimes the purchase of more current literature is a more appropriate decision.

Donation of Materials

Donations of materials are appreciated by the Adamstown Area Library. The materials will be processed for the collection, sold at the book sale, or disposed of, as library staff sees fit. Cost of processing and availability of shelving are two factors used in determining whether or not a title will be added to the collection. Other general criteria also apply. The library does not provide evaluations of gifts for tax deductions or other purposes.

Adopted by the Board of Trustees, April 20, 1999

Reconsideration Procedures of Library Materials

Because the Adamstown Area Library collects a wide variety of material to meet the varied demands of a diverse population and attempts to achieve as balanced a collection as possible (representing many points of view), not all materials in the collection will please all library users. The style of a book, the manner in which information or ideas are presented, the perceived accuracy or timeliness of information, the classification of an item, or other factors may concern or offend a library user. The library system acknowledges the right of each library user to disagree with the library's selection decisions and provides a procedure to allow the item in question to be reconsidered for inclusion in the collection.

Request for Reconsideration

Library staff is trained to refer complaints to the library Director, if the Director is in the building. Otherwise, staff will give the library user a copy of the "Request for Reconsideration of Library Materials Form." In either case, we ask that a library user fill out the form, which will be forwarded to the library Director. The form must be signed with the user's name and address. The Director will meet with a committee from the Library Board of Trustees to determine whether or not the challenged material conforms to the library's selection policies and criteria. Within 30 days of the formal request, the library user will receive a written decision of the committee. The decision of the committee is final.

Request for Reconsideration of Library Materials

If you question the suitability of materials in the library collection, please complete this form and answer the following questions.

Title: _____

Author: _____

Publisher: _____

1. How was this material brought to your attention?
2. Have you read/heard/viewed the entire work?
3. To what in the work do you object? Please be specific and cite pages or sections.
4. What, in your opinion, is the theme of this work?
5. What do you feel might be the result of reading/hearing/viewing this work?
6. Do you know what literary critics and reviewers' think of this work?
7. What would you like the library to do about this material?

Request initiated by: _____

Address: _____

City: _____ State: ____ ZIP: _____

Telephone: _____

Complaint represents:

Self _____

An Organization (name): _____

Please sign and date this form. Submit to the Circulation Desk or mail to the Director:

Adamstown Area Library

3000 N. Reading Rd.

PO Box 356

Adamstown, PA 19501

Signature: _____ Date: _____

Donations and Gifts Policy

The Adamstown Area Library welcomes donations of books and materials from all members of the community, and is pleased to accept all usable items in various formats. All donated items will become the property of the library.

When donating items to the library, the library reserves the right to:

1. Determine the disposition of all donated materials without consulting the donor. An exception may be made if the Library Director considers a donated item to be of considerable value, or if a donor insists that an item be included in the collection only;
2. Inspect all donated materials for condition and copyright date.
3. Decide if the donated material meets the criteria established in our Materials Selection Policy.
4. Include materials in the library's collection, if deemed appropriate.
5. Include donated materials in the library collection without any restriction upon circulation, unless placed in the Reference section.
6. Offer all materials not used in the collection to the Friends of the Adamstown Area Library for sale.
7. Discard all materials not considered suitable for resale because of date of publication, relevancy, or general condition.
8. Donation receipts will be in the form of a 'thank you' note stating the amount received.

Approved by the Board of Trustees on May 16, 2001; Revised and Approved – December 21, 2007