



Memorial Library

OF NAZARETH & VICINITY

ESTABLISHED 1945

Circulation Policy

3.01 Definition and Scope of Circulation Policy

The circulation policy for the Memorial Library of Nazareth & Vicinity covers the rules and regulations regarding the circulation of library collections. This includes defining the persons who can obtain library cards from the Memorial Library of Nazareth & Vicinity, what items can be circulated and details regarding how, how both patron and circulation records are maintained and protected, and penalties for violations of this policy.

3.02 Library Card Eligibility

Library Service Areas

Persons ages 2 (two) and above are eligible to apply for and receive a free library card from the Memorial Library of Nazareth & Vicinity if they, reside, own or lease a property within one of the following supporting municipalities: Bushkill Township, Lower Nazareth Township, Nazareth Borough, or Upper Nazareth Township. These library cards are blue and contain a blue Access PA sticker. Juvenile patrons, defined as those ages 14 (fourteen) and younger, have the option to receive juvenile-style card with the blue Access PA sticker.

Persons ages 2 (two) and above living elsewhere in Pennsylvania are eligible to apply for and receive a free library card from the Memorial Library of Nazareth & Vicinity provided they 1. Present a library card from their home library with the Access PA symbol or sticker visible on the card and 2. Prove to be in good standing with their library. Verification of the latter may be accomplished by either searching the patron's account in the shared SPARK ILS or contacting said patron's home library via phone call or email. What qualifies as "in good standing" may differ between individual libraries. Patrons from these libraries will receive an orange library card from MLNV.

Persons not eligible to receive a library card from the Memorial Library of Nazareth & Vicinity are those living within the following neighboring municipalities: Plainfield Township and the surrounding Pen Argyl area, Stockertown Borough, and Tatamy Borough. These municipalities are not dictated by numerical zip code, and are instead defined as the physical area governed by an administrative body. The MLNV does not sell library memberships to these or other persons from Pennsylvania whose municipalities do not support an Access PA library. Not all libraries in Pennsylvania are a part of the Access PA system.

Library Card Application

Persons ages 15 (fifteen) and above may apply for a library card at the Memorial Library of Nazareth & Vicinity by providing a physical form of identification including a photo ID and proof of address. These documents may be the same, such as a valid driver's license.

Accepted forms of photo ID include but may not be limited to:

- Valid driver's license

- Valid driver's learning permit
- Student ID
- Employee ID
- Passport

Accepted forms of proof of address include but may not be limited to:

- Valid driver's license with current address
- Valid driver's learning permit with current address
- Official mail with person's name and current address
- DMV change of address form

Persons ages 14 (fourteen) and younger may apply for a library card at the Memorial Library of Nazareth & Vicinity only with a parent/guardian's permission. Said parent/guardian must be present at time of application and have an active library card with the Memorial Library of Nazareth & Vicinity.

Those whose home library is not the Memorial Library of Nazareth & Vicinity may apply for a library card by both meeting the criteria above and by showing a valid library card from their home library with the Access PA symbol or sticker visible on the card.

All applicants must fill out a yellow library card application and provide their signature on the application. Parents/guardians must sign for and assume responsibility for the cards of applicants 14 (fourteen) or younger. Personal information required and collected on said application includes the applicant's physical address, birthdate, phone number, and legal first and last name. Personal information that is not required but may be optionally collected on the library card application includes email address and desired hold notification type (See section 3.05 Holds and Hold Notices). Patrons who provide their email address consent to being contacted by the library's ILS automated message service. All information collected on the application will not be made public except in the case of a court order or FISA order, and will only be used by library staff in cases of collected demographic statistics (See section 3.09 Privacy of Patron Records).

Online Cards

Persons living within one of the four supporting municipalities may apply for a temporary online card with the Memorial Library of Nazareth & Vicinity via a form on the official library website. Persons ages 14 (fourteen) and younger may apply for an online card only if a parent/guardian already has a library card with the Memorial Library of Nazareth & Vicinity and is in good standing.

Those who are approved for the temporary online card may check out e-books and audiobooks via the library's online services as well as access the library's digital resources.

Temporary online card holders will be given a physical card that will be held at the Memorial Library of Nazareth & Vicinity for a period of three years past the application date. This card can be picked up and used, and the online patron will be made an active full patron with privileges, if the patron comes into the library and provides their signature on the yellow card application, photo ID, and proof of address.

Renewing Library Cards

Library cards given to those residing within one of the four supporting municipalities are active for a period of three years past the application date. Patrons may renew their expired cards for free after said three-year period by providing their physical card and a proof of current address.

Library cards given to Access patrons from other areas of Pennsylvania are active for a period of one year. These patrons may renew their card by meeting the above requirements but must also provide a valid library card from their home library.

Patrons who have lost their card, or simply desire a new one, may receive a new one for a cost of \$3.00 and by providing a photo ID.

Presentation of Library Cards

Patrons must present a valid MLNV library card in order to do the following: Check out items held by the Memorial Library of Nazareth & Vicinity, check out items received via interlibrary loan, view items currently checked out to their account, view fines on their account, view their optional check out history, and view and place holds. Patrons may provide a valid form of photo ID for a one-time check out or to view account history within the library, but they must present their library card on their next library visit. Replacement library cards may be issued at a cost of \$3.00.

3.03 Circulation Limits

All patrons, regardless of age or library card type, may have only 15 items checked out to their account at a time. Further special item limits are listed below.

Special Item Limits

Patrons are limited to seven DVDs checked out to their account at a time. This includes a limit of two new DVDs, defined as DVDs added to the Memorial Library of Nazareth & Vicinity's collection within the last six months and marked with a yellow "New" sticker.

Patrons are limited to two games, including board games and all video game formats, checked out to their account at a time.

Items that are limited to one per patron account at a time include the following: ukuleles, Wi-Fi hotspots, and museum passes. These items also may not be checked out to a person age 14 (fourteen) or under.

Certain items may also be limited on a case-by-case basis at the library's discretion at any time.

Interlibrary loan items and items received via a borrowing exchange with Easton Area Public Library count as part of the 15 items a patron may have checked out at a time (See related policies).

Outdoor Book Drop

The Memorial Library of Nazareth & Vicinity has and maintains an outdoor book drop, which is to be used by patrons to return items outside the library's normal open hours. Items placed in the book drop while the library is open may not be checked in promptly, as the outdoor book drop is checked only periodically throughout the normal workday. Therefore, these items may still appear on a patron's account at time of a subsequent check out. It is therefore within a patron's best interest to return items inside the library during the library's open hours.

3.04 Loan Periods and Renewals

A list of item types with their loan and renewal periods is available below. There is no differentiation between items held in the juvenile or adult sections of the library.

Item Type	Check Out Period	Number of Renewals
Print books	3 weeks	3
CD audiobooks	3 weeks	3
DVDs	1 week	1
Magazines	2 weeks	3
Video games	1 week	0
Music CDs	2 weeks	3
Board games	1 week	0
Playaways and Launchpads	2 weeks	3
Cake pans	1 week	0
Ukuleles	1 week	0
Wi-Fi hotspots	1 week	0
Museum passes	1 week	0
Electronic magnifier	1 week	0

Automatic Renewal

Items with remaining renewals that have not been placed on hold for another patron will automatically renew after the due date. The patron who has said item checked out will receive notice via email, if provided, that their item has been renewed. Patrons may also call or come in to renew their items, but it is not required. Items that are on hold for another patron cannot be renewed under any circumstances and must be returned to the library by the original due date. Patrons who are in possession of items which are needed to fulfill a hold will receive notice of this fact via email.

Additional Renewals

A patron may request additional renewals on an item checked out to their account once the allotted renewals have expired, provided the item is not on hold for another patron and has not been added to the library's collection within the last 6 months. A patron may not request renewals on an item that was not allotted renewals in the first place, such as Wi-Fi hotspots, ukuleles, and museum passes. Certain exceptions may be given to this rule under extenuating circumstances to be determined at the discretion of the library.

Non-circulating Items

There are several items that are held within the library's collection that may not be checked out to patrons under any circumstances. These include but may not be limited to the Adult Reference section, Local History Reference materials including archival materials, and the Juvenile Storytime Collection. This is to ensure these items remain present and in good condition for use within the library building by staff, researchers, and other patrons.

3.05 Holds and Holds Notices

Any patron in good standing is able to request items be placed on hold for them for pick up at the library at a later time. Holds can be placed via the phone, in person, or online via the patron's account.

When filling out the initial library card application, a patron is given the option to be notified for holds via either a phone call, text message, or email. This notification type can be changed at any time. Email and text notifications will be automatically generated and sent by the library's system to the patron when the hold becomes available. Phone calls to patrons are made by staff members when the hold becomes available.

Any person who applies for a library card consents to being notified for holds in one of these three ways.

When a hold becomes available and the patron is notified, it will be held for the patron at the library circulation desk for one week. A patron will receive a notification via email when the hold is about to expire. Holds that are not picked up within the week will be placed back into normal circulation or offered to the next patron who has placed a hold on the item. A note will be placed in the patron's account to note what item was held, and for how long said item was held.

3.06 Fines and Overdue Notices

Fine Free and Item Exceptions

The Memorial Library of Nazareth & Vicinity does not charge overdue fines for the majority of circulating items. The only exceptions to this rule are Ukuleles and Wi-Fi hotspots, both of which require the borrowing patron to sign a form stating that they have read and understood such a fact (See corresponding policies). Despite being fine free, the library encourages patrons who have returned long overdue items to make a donation to the library. Any item overdue by 45 days is considered lost, and a patron will be barred from borrowing privileges until said item is returned (see section 3.07 Lost or Damaged Books).

Overdue Notices

If a patron has provided the library with an email address, then they will be contacted via email when an item is coming due. A patron will also be notified when an item they have checked out is needed to fulfill a hold for another patron. Any item kept past the initial due date without being renewed is considered overdue. Any patron in possession of an overdue item is encouraged to bring it back to the library within 45 days of the initial past due date or risk revoking of privileges (See section 3.07 Lost or Damaged Books).

All persons registering for a library card who provides a valid email address consent to being notified via email in the above instances. These emails are automatically generated and sent by the library's system.

A patron who possesses a long overdue item, or whose item is needed to fulfill a hold, may also be contacted via a phone call if the email does not result in the item being returned in a timely manner.

Claims Returned

A patron who alleged to have returned an item, but still has said item checked out to their account, should inform a staff member immediately either in-person or via phone call. A staff member will do a search for the item in the library building. If the item is found, the staff member will check it in to clear it from the patron's account. If the item is not found, it will be marked "Claims Returned" on the patron's account, and the patron will incur no penalties at this time. However, if 3 or more items are marked "Claims Returned" on a patron's account, and an exhaustive search has been done to locate said items, the patron will be barred in the same manner as if they were to have lost a book (See section 3.07 Lost or Damaged Books).

3.07 Lost or Damaged Books

Responsibility Statement

Patrons are responsible for all items checked out to their account. This includes items placed in the outdoor book drop, and any irreversible damage occurring to an item placed in the book drop will be charged to the borrowing patron. Responsibility for an item transfers back to the Memorial Library of Nazareth & Vicinity only when the item is within the library building and has been checked in by a staff member. However, the library director has the authority to release patron responsibility in certain cases in which damage to items is due to no fault of the patron.

Parents/guardians who sign for the card of a juvenile patron ages 14 (fourteen) and under assume responsibility for all items checked out to said juvenile patron that become lost or damaged while in possession of said juvenile patron. This will result in the parent/guardian's loss of borrowing privileges if the issue is not resolved (See section 3.08 Suspension of Library Privileges and Stolen Items Policy).

Lost Items

An item is considered "Lost" once it has been checked out to a patron account 45 days past the item's due date. The borrowing patron will lose borrowing privileges until the issue is resolved. Privileges will be restored if one or more of the following criteria is met:

- The item is returned to the library during open hours. Lost items should not be returned via the outdoor book drop.
- The full suggested retail price of the item, at the time of said item's initial purchase, is paid in full by the borrowing patron. This price is part of the item's record in the library's system and cannot be disputed. Payment for an item must be made via cash or credit card. Checks will not be accepted for lost items.
- The borrowing patron brings in an adequate replacement copy for said lost item. Replacement copies must be in equal or better condition than the initial lost item, and they must be in the same format as the lost item. For example, a paperback will not be accepted as replacement for a hardcover book.

All payments made for lost items are final. If the patron finds the item at a later date, they will not be issued a refund.

Damaged Items

Any damage to an item that occurs while checked out to a patron is the responsibility of the patron. Patrons should not attempt to repair any damaged items under any circumstances, and doing so may result in a charge to said patron, the amount of which shall be determined at the discretion of the Library Director. Any patron who damages an item should inform staff immediately. Most small damages can be repaired by the Memorial Library of Nazareth & Vicinity's in-house repair specialist, and the patron will not incur any charges or penalties.

Certain types of damage to items are irreparable, and in such cases the full price of the item will be immediately charged to the patron who was in possession of the item while it was damaged. Payment must be made via cash or credit card, and checks will not be accepted. An adequate replacement copy, as defined by the same standards as for lost books (see above section), is also a suitable method of "payment" for a damaged item. The patron who damaged the item will incur a loss of privileges until the item is paid for in full or replaced.

Irreparable damage is determined at the discretion of the library's in-house repair team. Patrons who return a damaged item and are not made aware of this fact at the time of return may still be contacted via phone call at a later time informing them of the damages and the resulting charges. Irreparable damages to items include, but may not be limited to, the following ways:

- For print books: missing pages; writing in pen, marker, highlighter, or paint; water or other liquid damage; food stains; pet stains or bite marks; torn-off covers; overwhelming emanating smell; or mold or mildew.
- For DVDs, video games, CD audiobooks, etc.: cracked or broken discs; missing discs; writing in marker, pen, highlighter, or paint on the case or disc; and pet damage or bite marks.

Loss and suspension of library privileges is defined in the following section 3.08.

3.08 Suspension of Library Privileges and Stolen Items Policy

Definition of Suspension of Privileges

Any patron who loses or irreparably damages an item belonging to the Memorial Library of Nazareth & Vicinity, as defined in section 3.07, will incur a suspension or loss of borrowing privileges. Privileges will be suspended until adequate payment for said lost or damaged item(s) is paid in full. Privileges will be lost in full if the patron refuses to make such a payment or deliberately steals or withholds an item in the library's collection. These privileges are defined as the following:

- The ability to check out items in the library's collection
- The ability to request interlibrary loans
- The ability to place items on hold for pick up
- If an MLNV home patron, the ability to request a card at another Access PA library
- The ability to register for the MLNV Summer Reading Program
- The ability to attend library sponsored programs that require an active MLNV library card to register, such as those funded through grants

Suspension of Privileges for Juvenile Patrons

Parents/guardians are responsible for items checked out to juvenile patrons ages 14 (fourteen) or younger that are registered under their card. Parents/guardians may not request to view items checked out to their children's accounts unless they provide the child's library card and identifying information, such as a birthday. (see section 3.09 Privacy of Patron Records). However, in the case of a juvenile patron age 14 (fourteen) or younger losing or damaging an item in the library's collection, the parent/guardian of said juvenile patron will be contacted by a library staff member with the title and price of the item. The library, in keeping with privacy laws, does not monitor nor keep specific circulation data on any patron, including minors. The library respects that it is the parent/guardian's right and responsibility to monitor any items checked out to a juvenile account.

Stolen Items Policy

An item within the collection of the Memorial Library of Nazareth & Vicinity is considered "stolen" if a person either: 1. Deliberately removes an item in the collection from the physical library building without checking it out or 2. Refuses to return an item on their account and does not pay for adequate replacement of said item. Any patron proven to have stolen an item will incur an immediate and permanent loss of privileges and possible legal ramifications depending on the severity of the infraction.

3.09 Privacy of Patron Records

The library respects and ensures any patron's right to privacy by not sharing any personal data, given either formally or informally, with any other person or outside agent unless under specific extenuating circumstances (See below for clarification). The library collects some personal data from patrons for in-house use only, and in order to prove the patron meets the criteria to receive a library card from the Memorial Library of Nazareth & Vicinity (see section 3.02 Library Card Eligibility).

Data Collected

Upon registering for a library card, the Memorial Library of Nazareth & Vicinity requires the disclosure of and collects the following personal data for a patron record:

- Full legal name
- Current address
- Phone number
- Birthdate

In addition, the Memorial Library of Nazareth & Vicinity requests but does not require the disclosure of an email address for contact purposes.

Purposes of Data Collected and Distributed

The Memorial Library of Nazareth & Vicinity collects the patron's full legal name, birthdate, and address in order to ensure that the patron meets the criteria to receive a library card, and to check against the presentation of ID when a patron wishes to view their account without presenting their library card. The library collects the patron's phone number and requests the disclosure of an email address in order to easily contact the patron in cases of holds, overdue items, etc.

No specific data on any one patron will be given to any agency or person unless required to by law (see section below). Certain general demographic data, i.e. how many people reside in a certain area, how many new people registered for a library card, etc. may be used in our reporting to state agencies or to show said data in our Annual Report. The library may use certain general demographic data, such as how many patrons are minors, as examples in certain grant applications.

Check out history for any patron is not recorded in the library system accessible by staff. However, a specific item will record the previous five patrons who checked out said item, in order to contact them in case of damaged and lost books. Staff can also view what items are currently checked out to any one patron, for the purpose of informing said patron of their account activity if requested.

Disclosure of Patron Records to Patrons

A patron may view their own account activity at any time by logging in from the library website using their card number and pin, given to them upon registering for a library card.

A patron may opt-in to having their check out history recorded by logging into their patron account from home and selecting said option under "Items Checked Out." This option is only accessible via the patron account, and staff cannot select this option for the patron, nor can they view the check out history.

A patron may view their current account activity, such as items they have checked out and placed on hold, by coming to the library and presenting either their library card or a photo ID. Staff may ask to see a photo ID along with the library card to prove the patron is presenting the correct card. A person may

not ask to view another person's account activity without permission (see section below). A person may not check out items to a card other than their own without permission (see section below) from said cardholder, except in cases of juvenile patrons using a parent/guardian's card in lieu of their own, and vice versa.

Patrons may also ask to view their account activity via a phone call to the library. They will be asked to confirm their full name as well as some piece of identifying information, such as their full card number, birthdate, etc. Persons may not ask to hear the account activity of another patron via a phone call except in cases of parents/guardians viewing their children's activity, in which case the parent/guardian will be asked to provide the child's library card number and birthdate.

Patrons who are informed of an available hold via a phone call will not be given the title of said hold unless they request it. If a person other than the patron for whom the hold has arrived answers the phone call, they will not be given the title of the hold under any circumstances. The title of a hold will also not be stated over a voicemail or answering machine for any patron, only the fact that a hold is available.

Permission to View Patron Account by Another Patron

A patron may, at any time, allow access to their account by another person by informing a library staff member in person or by logging into their library account from home. A note will be placed in said patron's account with the name of the person or persons who may view their account activity or use their library card. Patrons may specify what permissions this designated person may or may not have regarding account use. The designated person must present the original patron's library card, and may be asked to show photo ID to prove they are the designated person. Certain exceptions may be made for this rule under extreme circumstances with supervisor permission.

Statement on Minors' Rights to Privacy

The library respects and requests that parents/guardians assume responsibility for monitoring their children's library activity. The library will not monitor or record the activity of any patron, including juvenile patrons ages 14 (fourteen) or younger, and will not disclose a juvenile patron's account activity to their parent/guardian. Article VII of the Library Bill of Rights States, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."

Parents/guardians may only view the account activity of juvenile patrons within their household only by both presenting said juvenile's card and with the juvenile present. A parent/guardian may also request to view their child's activity over the phone by stating the child's full name, library card number, and birthdate.

Law Enforcement

A patron's account information, including but not limited to their personal identifying information and library activity, will not be given to any law enforcement agency or official unless said agency or official presents a valid legal warrant or court order. In such cases, the Library Director will be contacted. Library staff will only disclose to law enforcement specific information specified on the court order.

3.10 Statement on Access to Library Materials

The library will not impede access to any materials for any reason other than fragility or damage of physical materials. Certain items do not circulate due to reasons of rarity or risk of damages, but these items are still accessible to patrons within the library building. The library will not censor any items held in the collection.

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 library will therefore not deny or impede the ability of any patron to check out any available item, regardless of the item’s target demographic or the patron’s race, age, gender, class, etc. This includes minors, and the library maintains that it is the parent/guardian’s responsibility to monitor their children’s library use.

The only exceptions to this rule are Ukuleles, Wi-Fi Hotspots, and Museum Passes, which may be checked out only to an adult card presented by someone ages 15 (fifteen) or older. This is to comply with damage responsibility rules for these specific collections.

3.11 Pennsylvania Library Code

[22 Pa. Code § 141.21. Local libraries](#)

[Title 24 § 9371. Free use of libraries.](#)

[Title 24 § 9375. Privacy of circulation records.](#)

[Title 24 § 9376. Damage to library materials.](#)

[Title 18 § 6708. Retention of library property after notice to return.](#)

3.12 Policy May Be Revised

This policy may be revised from time to time to align with current laws and regulations, changes in demographics and funding, and/or changes in current collections rules.

Revision Control

Author/Editors	Date	Notes
A.Warnke	12/23	Drafted
A.Warnke/J. Silvius/ H. Bennett	1/10/24	Reviewed and edited
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