



# ADMINISTRATIVE PROCEDURE

## PROFESSIONAL LIBRARY CIRCULATION POLICY

2100

Procedure No.

January 1, 2008

Date

- I. **PURPOSE:** To provide maximum accessibility to the resources in the professional library's collection. Borrowers are encouraged to abide by due dates, overdue notices and any circulation restrictions. Borrowers will try to ensure that library materials are not lost or damaged so they continue to be available for others.
  
- II. **INFORMATION:** The Professional Library at the Bonnie F. Johns Educational Media Center maintains a collection of professional books, periodicals, eBooks, subscription databases and other print and non-print materials for use by all staff in the system. Materials can be checked out at the library or requested by email or telephone. The pony mail delivery system can be used both to send and return materials.
  
- III. **CONFIDENTIALITY:** In accordance with the *Code of Ethics* of the American Library Association, the library will work to "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." In accordance with the library's policy of making materials available to all patrons, third party notification may be necessary to collect long-standing overdue materials.
  
- IV. **PROCEDURES:**
  - A. **Patrons:** Borrowing privileges are extended to all staff members affiliated with Prince George's County Public Schools. Staff members must possess a valid school identification card or picture identification (e.g. valid driver's license) and a current employee identification number when presenting materials for check-out.
  
  - B. **Circulation Policy by Type of Material:**
    1. Books
      - a. The total number of books that may be checked out at one time will not exceed ten (10) items.
      - b. The loan period for books will be twenty-one (21) days.
    2. Journals
      - a. Will not be circulated but will be available onsite.
      - b. Copies may be made as per copyright fair use.
      - c. Specific articles may be requested by telephone or email.
    3. Audiovisual Materials
      - a. The total number of audiovisual materials that may be checked out at one time will not exceed three (3) items.
      - b. The loan period for audiovisual material will be five (5) days.



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4. Testing Materials
    - a. The library maintains psychological and educational testing materials.
    - b. Ethical and professional guidelines limit their availability and use – test publishers require library staff to limit test access to qualified individuals.
    - c. Borrowers must work closely with the library staff and plan in advance when accessing these materials.
    - d. Testing material loan period is seven (7) days.
    - e. Borrowers are responsible for returning all parts of testing kits; replacement cost will be enforced for missing kit materials.
  5. Online Subscription Databases
    - a. Subscription databases are purchased and/or renewed annually for staff and student use.
    - b. Staff may access these resources using passwords available from their school's library media specialist.
    - c. Access is available at school or from home.
    - d. Fine and circulation policies are not applicable to the online subscription databases.
  6. Digital Library Materials
    - a. Fine and circulation policies are not applicable to digitized materials stored on the web.
    - B. The audiovisual circulation policies will be used for digitized material stored on DVD, CD, or other storage devices.
- C. Overdue and Fines:
1. The professional librarian may waive the fine for a borrower; however, all borrowers are responsible for replacement fees and charges for materials that are considered lost. An item is assumed lost if it is not returned within thirty (30) days of the due date.
  2. There will be a five (5) day grace period after which a fine will be charged for late materials.
  3. Fines will accrue each day - up to the maximum fine amount - including days that the library is not open, until the item is returned.
  4. When an employee separates from the school system, the individual will, within thirty (30) work days of the official notification being received in the Human Resources Division, receive a letter which outlines the obligations, if any, which must be satisfied prior to the issuance of a "final check" from the payroll office.



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5. Borrowing privileges will be suspended if the patron has any overdue materials.
6. Charges and maximum fines for damaged or lost material are as follows:
  - a. Books
    - (1) A fine of \$1.00 per day will be charged for each overdue book.
    - (2) The maximum fine for a book with a copyright of 1995 or earlier will be \$20.00; for a book with a copyright later than 1995, it will be the current replacement cost of the book.
  - b. Audiovisual Materials
    - (1) A fine of \$5.00 per day will be charged for each overdue audiovisual item.
    - (2) The maximum fine for audiovisual material with a copyright of 1995 or earlier will be \$20.00; for audiovisual material with a copyright later than 1995, it will be the current replacement cost of that material.
- D. Renewals: Patrons may request renewal for any material by telephone or email in advance of the due date. Self-renewal is available in the online automated library circulation system.
- E. Recalls: All circulating materials are subject to recall by the library. In the event that a recall notice is issued, the item must be returned immediately.
- F. Holds: The professional library allows patrons in good standing to place holds for library materials in order to provide access to high demand materials.
  1. A patron in good standing is defined as an individual whose record shows no overdue or lost materials or fines in excess of \$20.00.
  2. Holds must be picked up in person and can only be checked out on the employee identification number on which the reserve was placed.
  3. Only items listed in the online catalog may have holds placed on them.
  4. Patrons are limited to a total of three (3) holds at one time.
  5. Patrons may place holds in person, by telephone, and via the professional library's online catalog on the library's website. Patrons are blocked from placing holds through the online catalog if their records are blocked.



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6. Patrons will be notified by phone, the central office pony mail system, or email that the held item is available for pickup.
  7. Holds will be held for the patron for seven (7) days after the notification date.
  8. Holds will remain active for one (1) month. If the hold has not been filled by that time, patrons will receive a notice from the library that their hold has been cancelled.
- G. Notification: Overdue notices will be sent periodically through the central office pony mail system or by email. However, it is the responsibility of the borrower to know the due date of materials which are borrowed.
- H. Suspension of Borrowing Privileges: Borrowing privileges may be suspended when a patron fails to follow the library policies. The library will make all reasonable efforts to give advance warning to the borrower. Borrowing privileges may be suspended for any of the following reasons. Privileges may be reinstated upon correction or change in any of these conditions:
1. Excessive number of overdue items.
  2. Failure to return a recalled item.
  3. Fines or replacement costs exceeding \$20.00.
  4. Separation of employment from Prince George's County Public Schools.
- V. **RELATED PROCEDURES**: None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: This procedure originates with the Division of Academics, Office of Library Media Services, and will be reviewed and updated as required.
- VII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 2100, dated March 19, 1990.
- VIII. **EFFECTIVE DATE**: January 1, 2008.

Approved by:

John E. Deasy  
Superintendent of Schools

Distribution Lists: 1, 2, 3, 4, 5, 6, 10, and 11