

CIRCULATION POLICIES

for Piedmont Regional Library System

Policy Reviewed by PRLS Board of Library Trustees, April 2019

Piedmont Regional Library System (PRLS) is a member of the Georgia Library Public Information Network for Electronic Services (PINES) and abides by its policies. The most current version of the PINES Circulation Policies and Procedures Manual may be found at <https://pines.georgialibraries.org/dokuwiki/doku.php?id=circ:home>.

In addition:

BARRED USERS

PINES Circulation Policies and Procedures Manual, page 20: User barred states: “Each Library Director or Designee shall decide the circumstances under which a patron may be barred...”

PRLS will bar customers from checking out any materials in PINES when their materials are 90 days overdue or longer, and have late items with the value exceeding \$140.

(adopted April 2008, Piedmont Regional Library System Board of Trustees)

PASSWORDS

PINES Circulation Policies and Procedures Manual, page 4: Password/ Verify Password states: “The password will be set to the last four digits of the first phone number provided. If the patron does not have a phone, staff may provide a temporary PIN to the patron. Staff will notify the patron that they will need to set a new password for themselves via the OPAC as soon as possible.” (Passwords are also referred to on page 40 of the Manual.)

PRLS employees will follow this procedure instead:

The patron will be asked to provide *either*:

- A password (aka PIN) of at least 4 numbers
- An alphanumeric password (aka PIN) of at least seven characters, including at least one number and one letter. Staff may suggest that the patron use his street address.

Staff will input the password (twice) and then test the password to confirm it is correct.

The 4-digit password (PIN number) is for patron convenience. If patrons change their password online in PINES, they will be clearly directed to choose an alphanumeric password (aka PIN) of at least seven characters, including at least one number and one letter.

PROCESSING FEE

PINES Circulation Policies and Procedures Manual, page 32: Lost Items states: “The price of the item, plus an optional processing fee of up to \$10, will be assessed to the patron’s card.”

PRLS assesses a processing fee of \$5 to customers who lose books or other library materials. This fee is in addition to the full retail price to replace that item with a new copy.

(adopted January 2009, Piedmont Regional Library System Board of Trustees)