

GUIDELINES FOR STATEWIDE LIBRARY CARD SYSTEM

A. PRELIMINARY PROVISIONS

1. *DEFINITIONS.*

- a. Home Library. The local library, library system, or county library that provides library service to its residents. There are three (3) types:
 - 1) Local Library. A person's home library is that local library designated by the municipality within which the person resides, as defined in Section 102, Library Code (24 PS § 4102).
 - 2) Public Library System. In a public library system, the board of directors of the system shall determine the home library so that each person residing in the service area of the system has access to this program.
 - 3) County Library. In the case of a county library which is not part of a public library system, it shall be considered as the home library for those residents it serves directly, as defined in Section 102(2) of The Library Code (24 PS § 4102(2)), for the purpose of these regulations.
- b. Non-Resident Cards. Library cards sold for a fee by a library to persons living outside of the municipality or municipalities which have designated that library as its/their agency for providing library service.
- c. Sponsor. To affix the *ACCESS PENNSYLVANIA* sticker to an individual's library card, which then permits that individual use of the statewide direct borrowing program.
- d. Eligible Non-Resident Borrowers. Those persons with a library card from their home library that has been affixed with an *ACCESS PENNSYLVANIA* sticker.
- e. Ineligible Non-Resident Borrowers. Those persons without a library card from their home library, which has been affixed with an *ACCESS PENNSYLVANIA* sticker.

- 2. *PURPOSE OF PROGRAM.* The direct borrowing program of *ACCESS PENNSYLVANIA* is a partnership between the Commonwealth of Pennsylvania, hereinafter referred to as State, and participating local libraries intending to expand access to the material of Pennsylvania's publicly supported libraries to all Pennsylvanians living in communities that support a home library, by compensating libraries for part of the cost of loans of materials made to eligible non-residents. The purpose of the direct borrowing program is to increase the availability of library materials for Pennsylvania residents. It is not intended to replace any source of local support.

B. GENERAL PROVISIONS

- 1. *ELIGIBILITY.* The direct borrowing program is a program of reciprocity. To be eligible to participate, an individual's municipality must establish and/or maintain a local library. Such a library is designated as the individual's home library. A valid card from the home library gains an individual access to the direct borrowing program. In addition the borrower shall:

- a. Have an *ACCESS PENNSYLVANIA* sticker affixed to the home library card.
 - b. Supply the lending library with the current address, and present any additional identification normally required by a library of its own residents.
 - c. Abide by rules and policies of any library used, assuming responsibility for all materials borrowed.
 - d. Reside in Pennsylvania.
2. *REQUIREMENTS FOR PARTICIPATION.* All public libraries that receive Quality Libraries Aid (Title 24 Pennsylvania Consolidated Statutes § 4303 (1.1)) shall participate.
- a. **Library Participation Agreement.** Every local library participating in the direct borrowing program shall file with the State Librarian a Certification of Participation, passed by the library board of directors. The Certification of Participation shall contain all assurances required by the State Library and be filed in such form, manner and time as specified by the State Librarian. It shall attest to the library's compliance with the regulations governing this program.
 - b. **Beginning Date.** Any eligible local library wishing to participate for the first time must begin participation at the beginning of the program fiscal year, July 1st. The library shall notify the State Library of its intention to participate, shall attend training to learn Statewide Card procedures, and shall file a Certification of Participation prior to the July 1st date.
 - c. **Reports, Applications, and Claims.** Any budget documents, reports, applications, and claims for funds pursuant to this program shall be submitted by participating libraries in such form and manner specified and by the dates established by the State Librarian.
 - d. **Fees for Service.** Libraries participating in the direct loan program shall not charge eligible non-residents a fee for a library card. Libraries may charge eligible non-resident borrowers a fee for services for which they also charge resident borrowers. However, any such service for which a fee is charged is not eligible for compensation under this program.
 - e. **Reserves and Interlibrary Loans.** Reserves and interlibrary loan requests from eligible non-residents may be accepted by the participating library under the same rules and policies applied to local residents. Participating libraries may choose not to extend reserves and interlibrary loan requests to eligible non-residents.
 - f. **Registration.** All procedures governing registration of borrowers shall apply equally to residents and eligible non-residents.
 - g. **Materials Loaned.** Materials normally loaned by a participating library shall be available for loan to eligible non-residents under the same rules and policies applied to local residents.

- h. Special Loans. Special loan privileges extended by the participating library to teachers and other groups within its service area need not be extended beyond the service area.
 - i. Overdue Materials. If overdue materials are returned to a library other than the library from which borrowed, fines may be paid to and retained by the library to which the return is made. Payments for lost or damaged materials are payable to the lending library, and shall be forwarded by the library to which payment is made.
 - j. Return of Materials. Providing the service of free return of materials to the lending library is optional for participating libraries. The lending library may, if it chooses, require that materials be returned directly to the lending library.
 - k. Reimbursement. During any year the State share of compensation falls below 1/3 of the cost to provide the service as determined by the State Library, abandoning the program will be considered.
3. *FILING DATES.* The State Librarian shall set any filing dates required by these regulations. Any requests for waiver of filing dates must be submitted in writing to the State Librarian for approval at least thirty (30) days prior to the required filing date.
 4. *IN-STATE NON-RESIDENT CARDS.* Participating libraries may sell non-residents cards to persons without a home library. A library selling such a non-resident card shall not sponsor that person for the statewide direct borrowing program.
 5. *OUT-OF-STATE NON-RESIDENT CARDS.* Participating libraries may sell non-resident cards to persons living outside Pennsylvania. A library selling such a card shall not sponsor that person for the statewide direct borrowing program.

C. MAINTENANCE OF LOCAL SERVICE AND FUNDING

1. *LEVELS OF SERVICE AND SUPPORT.* Extension of borrowing privileges by libraries to non-residents shall not adversely affect the level of service provided by the home library to its own residents nor the level of support provided locally in that library.
2. *MUNICIPALITY.* No municipality shall reduce or fail to maintain or fail to improve the level of service to its residents for the purpose of placing undue reliance on the library services of neighboring municipalities.

D. COMPENSATION FOR DIRECT LOANS TO ELIGIBLE NON-RESIDENTS

1. *LOANS OF ANY TYPE.* Loans of a library material of any type lent free of charge by a participating library to an eligible non-resident borrower shall result in partial compensation from the State under this program.
 - a. Local libraries not part of a public library system are eligible to receive compensation for loans to those persons residing outside of their direct service area, as defined by Section 302(2), Library Code (24 PS § 4302).

- b. Public library systems are eligible to be compensated for sharing their resources under the direct borrowing program.
 - c. County libraries which are not part of a public library system are eligible to receive payment for loans to those persons living outside their direct service area, as defined in Section 102(2), Library Code (24 PS § 4102(2)).
 - d. Compensation to participating libraries will be two (2) tiered and on a countywide basis. Loans to eligible non-residents outside the library's direct service area and within the county are considered internal transactions and will be compensated to 2/3 of the rate of loans outside the county which are considered external transactions.
 - e. Any library, branch, system member, bookmobile, reading center or other library outlet which moves into the service area of another library, shall not be eligible to be compensated for serving the residents of that other library's service area.
 - f. Each unit for compensation is called a transaction. When determining the units of library material for reporting transactions, libraries shall use the following guidelines:
 - 1) For multi-volume print sets; count each volume loaned as one (1) transaction.
 - 2) For unbound periodicals count each single issue loaned as one transaction, but when two (2) or more issues are found into one (1) volume, count the entire volume as one (1) transaction.
 - 3) For items boxed or packaged together, such as kits, games, record albums with more than one (1) disc, slide sets, groups of pictures or pamphlets, count the entire box or package as one (1) transaction.
 - 4) For materials in microform, count as the number of volumes of microform materials would be if they had been obtained in print that does not require magnification, or that unbound periodicals would be if bound according to the usual binding practice of the library.
2. **COMPENSATABLE COSTS.** Compensatable costs, expressed on a unit basis, is those costs incurred by the lending library in processing a direct loan to an eligible non-resident. The State Library shall periodically review and approve such cost data. The compensation rate, as adopted, shall be uniform statewide.
 3. **RECORD KEEPING.** Participating libraries shall keep records of eligible non-resident loans, either by counting each loan or following the sampling procedures and times set by the State Librarian.
 4. **REPORTING REQUIREMENTS.** To obtain compensation, participating libraries shall provide reports in the form and manner specified, and for the period required. Reports shall be submitted by established deadlines. Records in support of claims for State funds shall be maintained for five (5) years.

Participating libraries shall be required to certify the accuracy of their reports.

5. *AUDITS.* This program is subject to audit by Federal or State agencies or their authorized representatives in accordance with the auditing standards promulgated by the Comptroller General of the United States and specified in the Standards for Audits of Governmental Organizations, Program, Activities and Functions (Yellow Book - 1981 Revision).
 - a. The audit requirement of the Certification of Participation will be satisfied if a Single Audit is performed under the provisions of the Single Audit Act of 1984, 31 U.S.C. 7501 et. Seq., and all rules and regulations promulgated pursuant to the Act.
 - b. The State reserves the right for Federal and State agencies or their authorized representatives to perform additional audits of a financial/compliance, economy/efficiency or program results nature, if deemed necessary.
6. *PAYMENTS.* Payment will be made to eligible libraries twice a year.
7. *EXPENDITURE OF COMPENSATION.* Libraries receiving compensation under this program shall expend that money for library purposes by the end of the fiscal year following that in which the compensation was made. Funds not so spent shall be returned to the State Library.