



ADMINISTRATIVE PROCEDURE

PROFESSIONAL LIBRARY CIRCULATION

AP 2100

Effective Date: April 7, 2025

- I. **PURPOSE:** To provide a procedure for maximum accessibility for patrons to the resources in the Professional Library's collection.

- II. **BACKGROUND:** A Professional Library circulation procedure is an approved practice for the registration of Prince George's County Public Schools (PGCPS) staff as library patrons, circulation of library materials, reciprocal borrowing/lending practices, and the suspension of patron privileges. The collection is composed of professional books, eBooks, and subscription online databases. The materials are accessed/housed at the Bonnie F. Johns Educational Media Center and managed by a certified librarian.

- III. **DEFINITIONS:** The following definitions apply to the contents of this Administrative Procedure:
 - A. *Hold* - refers to a request made by a library patron to reserve a specific item (such as a book, DVD, or other material) that is currently checked out by someone else or unavailable at the moment. When a hold is placed, the library will notify the patron once the item becomes available, and it will be set aside for them to borrow.

 - B. *Online Library Catalog* - is a digital system that allows library users to search, view, and access information about the books, journals, multimedia, and other materials available in a library's collection. It is an online version of the traditional card catalog, providing an efficient way for users to locate resources within the library. Through the Online Library Catalog, the Library Media Specialist keeps track of the materials borrowed from the library.

 - C. *Patron* - is a person who uses or has access to the library's services and resources. This can include borrowing books, accessing digital materials, using library facilities, attending programs, or seeking information and research assistance. Essentially, a patron is a library user, regardless of whether they are a member of the library system or simply visiting to use its services. A patron in good standing is defined as an

individual whose record currently shows no overdue or lost materials in excess of \$20.00.

- D. *Pony* - refers to an internal mail delivery system used within schools to transport documents, memos, packages, or other materials between different locations.

IV. **PROCEDURES:**

- A. Borrowing privileges are extended to all staff members affiliated with PGCPSS. 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 checkout. Borrowers/library patrons are encouraged to abide by due dates, overdue notices, and any circulation restrictions. Borrowers/library patrons will try to ensure that library materials are not lost or damaged, so they continue to be available for others.

B. Circulation by Type of Material

1. Books

- a. The total number of books checked out at one time will not exceed ten + (10) items.
- b. The loan period for books will be 30 business days.

2. Journals

- a. Patrons may request specific articles and materials by telephone or email.
- b. Patrons must follow the Fair Use Copyright rules to make copies of all materials. (See [AP 6160 – Copyright Guidelines](#)).

3. Online Subscription Databases

- a. Subscription databases are purchased and/or renewed annually for staff by the Office of Library Media Services.
- b. Patrons may access these resources by requesting usernames and passwords available from their school's library media specialist.
- c. Access is available at school or from outside the firewall/home 24 hours a day, 7 days a week at <https://destiny.pgcps.org>.

4. Music Library
 - a. The music library is located at Bonnie F. Johns Educational Media Center.
 - b. It contains sheet music available to all music teachers to borrow during the school year.
 - c. The catalog is maintained by the music department.
 5. The Professional Library has a partnership with the University of Maryland McKeldin Library that expands the range of materials available for faculty and staff. There is a formal agreement with UMD that is evaluated periodically.
- C. Damaged/Lost Materials
1. All borrowers are responsible for replacement cost for materials that are considered damaged or lost. An item is considered lost if it is not returned within 90 days of the due date. An item is considered damaged if it has been physically harmed in such a way that its condition has deteriorated from its original state, affecting its usability or appearance.
 2. When an employee separates from the school system, the individual will be notified by the Library Media Specialist, within 30 business days of entering their resignation in the Oracle platform to return any materials.
 3. Borrowing privileges will be suspended by the Library Media Specialist if the patron has any overdue materials.
 4. The cost for damaged or lost books is as follows:
 - a. The maximum cost for a book with a copyright of 2010 or earlier is \$20.00.
 - b. The maximum cost for a book with a copyright later than 2010 is the current replacement cost of the book.
- D. Renewals: Patrons may request an extension of the due date for a book or other materials that they have checked out by telephone or email in advance of the due date.
- E. Recalls: All circulating materials are subject to recall by the Library Media Specialist. If 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 to provide access to high demand materials.

1. Patrons may place holds in person, by telephone, and via the professional library's online catalog on the library's website. Patrons may not place holds through the online catalog if their records are blocked.
 2. Only items listed in the online catalog may have holds placed on them.
 3. Patrons will be notified by email that the held item is available for pickup or that it is being sent to them by pony.
 4. Holds will be held for the patron for seven (7) business days after the notification date.
- G. Notification: Overdue notices will be sent periodically by email. However, the borrower is responsible for knowing the due date of checked-out materials.
- H. Suspension of Borrowing Privileges: Borrowing privileges are suspended when a patron fails to follow the library procedure policies. The library will make all reasonable efforts to give advance warning to the borrower. Borrowing privileges are suspended for any of the following reasons:
1. Excessive number (20 items or more) of overdue items;
 2. Failure to return a recalled item;
 3. Replacement costs exceeding \$20.00; and
 4. Separation of employment from Prince George's County Public Schools.

Privileges may be reinstated upon correction or change in any of these conditions.

- I. 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 procedure of making materials available to all patrons, third party notification may be necessary to collect long-standing overdue materials.

V. **MONITORING AND COMPLIANCE:**

A. Circulation Monitoring

Circulation is monitored through the online library catalog, overseen by the Library Media Specialist. This catalog tracks materials checked out by staff. Notifications regarding materials are also sent to employees through the catalog.

B. Verification of Returns

The Library Media Specialist ensures that the checkout process for staff members includes the verification of returned materials to confirm their return.

C. Overdue Material Notifications

The Library Media Specialist is responsible for communicating with staff about overdue materials. Notifications regarding overdue items are sent via email bi-monthly using the online library catalog system.

D. Replacement of Lost Materials

If materials are lost, the patron is responsible for purchasing a replacement copy of the material.

E. Appeals Process

Any appeals regarding circulation policies or fees should be directed to the Office of Library Media Services, where they will be reviewed and addressed accordingly.

VI. RELATED PROCEDURES:

[AP 6160 – Copyright Guidelines](#)

VII. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:

This administrative procedure originates with the Division of Academics, Office of Library Media Services, and will be reviewed and updated as required.

VIII. CANCELLATIONS AND SUPERSEDURES: This administrative procedure cancels and supersedes Administrative Procedure 2100, dated July 1, 2019.

IX. EFFECTIVE DATE: April 7, 2025