



STEVENS MEMORIAL LIBRARY

## **Circulation Policy**

*The Stevens Memorial Library issues library cards in order to maintain an accurate record of library materials that are checked out, and to gather library usage data so it can evaluate and improve collections and services.*

### **Card Holder Eligibility**

The Stevens Memorial Library offers free library cards to anyone aged four (4) or older who lives, works, or owns property in the Commonwealth of Massachusetts.

In order to check out items, or place holds, positive proof of address is required for all adult patrons, eighteen (18) years of age and older. Examples of acceptable forms of proof of address include a state-issued ID, a lease, or mail received at one's current address.

Applicants under the age of fourteen (14) must have a parent or guardian guarantee their application with a signature and proof of address. Applicants fourteen (14) and older may register for a library card using any of the following materials or combination of materials to verify residence: 1) Student ID 2) Student schedule 3) Mail received at one's current address and/or 4) Verification of residency using the town street listing provided annually by Town Hall.

Cards will expire after a period of two years, at which point borrowers will be asked to confirm their contact information. Card renewals are free to eligible borrowers. It is the responsibility of the borrower to inform the Library if his/her card is lost or stolen. Replacement cards will be issued at a cost of \$1.00 per card.

Out of state borrowers may register for a library card at the Stevens Memorial Library for an annual fee of \$30.

Borrowers who will be in Massachusetts on a non-permanent basis will be eligible for temporary cards. Temporary cards will expire after four (4) months and cannot be renewed.

The Trustees reserve the right to deny library privileges to residents of decertified communities.

## **Loan Periods and Limits**

- Books/CDs — 3 Weeks, 2 renewals
- Multi-DVD Sets — 3 weeks, 1 renewal
- DVDs, Magazine — 1 Week, 2 renewals
- Interlibrary Loan Items — 3 weeks, unless otherwise specified by lending library
- Museum Passes — 2 days, unless otherwise specified, no renewal available

All items, with the exception of DVD sets and museum passes, will be auto-renewed for (2) renewal periods as long as they have not been requested by another patron. Once an item has no remaining renewals, it must be checked in and re-shelved so that it might be available for others.

Patrons will be blocked by the system when they have 50 or more items checked out on their card. No more than ten (10) DVDs may be taken out on one card at any given time. Quantities of books or other items may be additionally limited by Library staff to prevent a single patron or family from depleting the Library's collection on a particular subject or author.

The maximum number of holds a patron may have on their record at one time is 20.

## **Overdue Items**

With an understanding that patrons will make every effort to return materials in a timely manner, occasionally items will be returned late. Patrons with materials two (2) weeks overdue will receive an auto-generated email or a phone call reminder. If items are not returned, a bill will be sent once items are four (4) weeks overdue. Patrons will be prohibited from borrowing materials until those items have been paid for or returned. Items returned in good condition do not need to be paid for or replaced. The Library reserves the right to suspend the borrowing privileges of an entire family if this overdue policy is circumvented or abused through the use of multiple cards.

## **Interlibrary Loans**

The Stevens Memorial Library collaborates with other libraries throughout the Commonwealth, as well as many libraries across the nation, to share items in our collections. If we do not have an item, we will make every effort to request it from another library. The Library reserves the right to limit the number of interlibrary loan items requested or borrowed by a patron at any given time. This service is only available to patrons who do not currently have any lost or overdue items on their cards.

Loan periods are determined by the lending library, and while renewals may be requested, they may not be granted. Interlibrary loan renewal requests must be made three days in advance of the item's due date.

While we make every effort to obtain materials free of charge, some institutions charge for the loaning of their materials. The Stevens Memorial Library will not pursue an item with an associated fee without the prior consent of the patron who made the request. Patrons are responsible for any charges levied by a supplying library, including those for materials lost or damaged while charged out to them. No refunds will be made for lost and paid interlibrary loan materials that are subsequently found.

For greater detail on Interlibrary Loan, please see the Library's Interlibrary Loan Policy.

### **Fines & Fees**

The Stevens Memorial Library does not charge fines for the late return of materials. However, other libraries on the C/W MARS network do charge fines, and the Library reserves the right to collect those fines if assessed. While an item may be retrieved at or returned to the Stevens Memorial Library, it may still be subject to fines if due dates are not respected.

If items are lost or damaged, the borrower is responsible for the replacement price, or the replacement of the item. A damaged item is an item that is not returned in the condition in which it was borrowed. Library staff, with the support of the Library Director, will decide if an item cannot be accepted for return because of its condition.

Replacement charges are based on the item's retail price. Prices are set at the time of an item's purchase and can be viewed in the library catalog. Replacement items must be identical to the lost or damaged item and must be in new condition. Acceptance of a replacement item is at the discretion of the Library. The Library is unable to provide refunds for replacement charges under any circumstances.

### **Privacy**

In accordance with Massachusetts General Laws, the Stevens Memorial Library is committed to the confidentiality of its patrons. Confidentiality extends to information sought or received, and materials consulted or borrowed. Confidentiality includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Circulation, registration information, and information retrieval records may not be disclosed except to:

- 1. The cardholder (with card or other proper identification).
- 2. Library staff acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- 3. Persons authorized by the cardholder to access the individual's records.
- 4. Representatives of any local, state, or federal government, pursuant to a subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

The Library occasionally conducts promotional campaigns to inform the community of our services. The Library at those times use patron email or postal address for the library's internal mailing lists.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

Application guidelines for residents who are unable to come to the Library in person are outlined in the Library's Homebound Delivery Policy.

Approved by Library Board of Trustees, February 2015

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