

PARKER MEMORIAL LIBRARY CIRCULATION POLICY

I. CARD ELIGIBILITY AND REGISTRATION

A library card should be applied for – at least 20 minutes before the closing of the Library.

Youth under 16 years of age must have the permission of their parent or guardian.

To register for a library card, a Dracut resident needs to:

- Present a current valid driver's license with a current Dracut address OR a current valid government issued photo ID with a current Dracut address.
- If neither a driver's license or a government-issued photo ID with a current Dracut address can be presented:
- Present a current valid driver's license OR a government-issued photo ID AND present one of the following with a current Dracut address: property tax bill, car registration, excise tax bill, renter's lease, utility bill, or postmarked mail.

To register for an MVLC library card, a Dracut taxpayer needs to:

- Present a current valid driver's license with a current address AND a property tax bill.

To register for a Dracut-only library card, a Dracut taxpayer needs to:

- Present a current valid driver's license with a current address OR a current valid government-issued photo ID with a current address.

III. LOST CARD

If a *Parker Memorial Library* card is lost, a patron may apply for a new card by showing valid identification, paying a non-refundable replacement fee, and clearing any existing fines on their account. Circulation Policy

IV. BORROWING

To borrow materials or access their account in Dracut, residents of Dracut or other Merrimack Valley Library Consortium (MVLC) communities need to:

- Provide their MVLC library card OR a current valid driver's license with a current address OR a current valid state ID card with current address.

To borrow materials or access their account in Dracut, residents of other MA communities need to:

- Provide a library card from their city or town of residence.
- Present a valid driver's license with current address OR a current valid government-issued ID with a current address.

The Library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

| <u>Material</u> | <u>Borrowing Period</u> | <u>Borrowing Limit</u> | <u>Renewals</u> |
|-----------------------------|--------------------------------|-------------------------------|------------------------|
| HOT DVDs | 3 days | 3 maximum | No |
| HOT CDs | 3 days | 3 maximum | No |
| Fiction Books | 3 weeks | Unlimited | Twice |
| Non-Fiction Books | 3 weeks | Variable ** | Twice |
| Magazines | 1 week | Unlimited | No |
| DVDs & VHS | 1 week | Unlimited | Twice |
| Music CDs | 3 weeks | Unlimited | Twice |
| Video Games | 2 weeks | 3 maximum | No |
| Museum Passes | <i>See Section IV</i> | 2 per month | No |
| Civics & Citizen | 3 weeks | 1 | Yes |
| Toolkit | | | |
| Binge Boxes | 1 week | 1 | No |

***We ask that patrons check out only a reasonable number of books on a single subject at one time. The Library reserves the right to limit items to three books per subject for school projects.*

After the 9 week borrowing period a returned item must be shelved before being taken out again. It must remain on the shelf for 24 hours before being taken out by the patron that just returned the item.

An item is only renewable if no holds exist on the item.

V. MUSEUM PASS BORROWING

Museum passes are available to:

- Patrons with a current, valid Parker Memorial Library card.
- Patrons with a current MVLC or Massachusetts Library card.
- Patrons reserving passes must be 18 years of age or older, and their cards must have fines less than \$20.00

Museum passes are reserved on a first-come, first-serve basis.

Families may reserve 1 pass per day and a total of 4 passes in a 60-day period.

Returnable passes are due back by 9:15 am the next day that the library is open. Passes may be returned in the book drop if the library is closed.

Please call the library if your plans change and you will not need the pass. If you reserved a pass online, you can cancel up to 24 hours in advance.

A “per day” fine (see Fine & Fee schedule) will be charged until the pass is returned. The patron is responsible for the replacement cost of lost or damaged passes.

VI. FINES & FEES

See Fine & Fee Schedule

VII. REPLACEMENT COSTS

See Fine & Fee Schedule

VIII. SPECIAL SERVICES

INTERLIBRARY LOAN (ILL)

Patrons may request that the Library locate and borrow, for their use, a specific material that is not available in the Merrimack Valley Library Consortium (MVLC) or MassCat. ILL requests may take 2-3 months to arrive; and in some cases, an ILL request may not be available. Depending on the lending library, a processing fee may be applied.

IX. HOLDS

Patrons may reserve a specific item that is checked-out by another patron. When the item is available, a patron will have 7 days to pick up the materials. “HOT” materials cannot be reserved.

X. DENIAL OF BORROWING PRIVILEGES

To ensure that no one patron accrues excessively high fines, patrons will have their borrowing privileges denied if fines exceed \$20.00 or their account has more than 1 item billed.

XI. RESPONSIBILITY

Library patrons are responsible for all materials checked out on their own cards or the cards of children whom they have assumed responsibility.

If a patron allows others to check out materials on his or her card, those materials are still the responsibility of the original cardholder.

XII. CONFIDENTIALITY OF USER RECORDS

See Confidentiality Policy

Approved by the Board of Library Trustees on February 8, 2011

Amended on January 11, 2012, September 11, 2014, and September 14, 2016 & October 12, 2016