

## Borrowing Policy

### **1. Registration**

- Any person with valid identification showing name and current address shall be issued a borrower's card provided they are in good standing with member libraries. The first card is issued free of charge. A nominal fee shall be charged for lost or damaged cards.
- Children aged four years through 5th grade may obtain a library card in the Children's Department provided the child can write his or her own name and a parent or guardian co-signs. This card may also be used in the adult department. The staff of the Athol Public Library will not monitor what children borrow. Any parent or guardian wishing to place restrictions on a minor must do so him or herself.

### **2. Reciprocal borrowing**

- Athol residents may borrow from C/W MARS member libraries provided they are in good standing and the Athol Library has been certified by the Board of Library Commissioners. Residents from member libraries may likewise use the Athol Library on a similar basis.

### **3. Borrowers Responsibilities**

- Materials are charged to the person whose name is on the borrowing card. Delinquent and lost books are the responsibility of the card owner, and he or she is responsible for any fines or cost of lost materials regardless of who took the materials from the library. Loaning of cards to other persons is not allowed. Stolen or lost cards should be reported immediately.
- Patrons should present a C/W MARS card when borrowing library materials.
- Any patrons (children, teens or adults) in good standing may borrow items without presenting a card in the following circumstances:
  - If they present picture ID or
  - If they are personally known to the staff
- In both of the above, they will still be asked to confirm personal information (address, phone, date of birth) to ensure that we are charging library materials to the correct account.
- Borrowers agree to return materials after the designated loan period unless renewed online, by telephone or in person. Lost or damaged materials must be paid by the borrower upon presentation of a bill.

### **4. Second Card/Authorization for Pick-up**

- Patrons with limited mobility who do not wish to participate in Library at Your Door may:
  - Call the library to let us know who has permission to pick up materials for them and/or borrow on their card.
  - Complete the form for duplicate cards to be given to individuals the patron will be sending to pick up his or her items.

- Duplicate cards will be free to patrons with limited mobility.
- Staff will add the names of people authorized to use his or her card to the “alert” field in the patron record.

## 5. Loan periods

- Books, music and book compact disks, ereaders, and magazines may be borrowed for three weeks. One renewal is allowed by telephone, on line or in person provided no one has reserved the item. DVDs and Blu-rays may be borrowed for one week. These items may be renewed once. Museum passes may be borrowed for three days and may not be renewed. Equipment is generally loaned for one day with no renewals allowed. Non-traditional items circulate for 3 weeks.
- Reference books are for use in the library only. Under unusual circumstances they may be checked out for one night with permission of the library director or designee. Archives materials do not circulate.
- Up to 50 C/W MARS items may be checked out to one borrower at a given time. The limit for each individual check-out is 5 dvds/blu-rays and 15 items total. In the case of teachers, homeschooling families and other special circumstances, materials may be checked out for extended borrowing periods and the limit may be raised with permission of the library director or designee.
  - Materials may be returned in the book drop. E-readers and art prints must not be returned in the book drop.

## 6. Fines

- Fines are 10 cents per day for books, magazines, CDs, and audiobooks. Maximum fine per item is \$3.00. DVDs and BRs are \$1.00 per day per item with a maximum of \$5.00. Interlibrary loan materials are based on the loaning library’s policy. Museum passes are \$1.00 per day with no maximum. Persons with outstanding fines have the following restrictions:
  - If a patron’s fines are between \$5.00 and \$9.99, the patron may borrow one item at a time.
  - If a patron’s fines are \$10.00 or over, the patron may not borrow.
  - If a patron’s fines are \$4.99 or below, the patron has full borrowing privileges.
- At the discretion of the Board of Library Trustees there may be several No Fines Weeks during the year. This applies only to materials currently in circulation, not to previously accumulated fines.

Approved by the Board of Library Trustees 3/15/2000

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