

## **PARKER MEMORIAL LIBRARY CIRCULATION POLICY**

### **I. CARD ELIGIBILITY AND REGISTRATION**

A Dracut Library card may be obtained by any patron age 5 or older.

A library card should be applied for at least 30 minutes before the closing of the Library.

Children under 16 must be accompanied by a parent with valid ID and proof of residency or a caretaker with letter from parent or guardian giving permission to open a library card, taking full responsibility and provide a phone number in order to verify permission.

Patrons age 16 and older must show photo identification and proof of residency.

Applicants under the age of 18 without an ID may request a parent or guardian to show valid ID and proof of residency on their behalf or provide a letter from parent or guardian giving permission to open a Library card, taking full responsibility and provide a phone number in order to verify permission.

To register for a library card, a Dracut resident or property owner 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, the patron may 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.

Out of state patrons may apply for a Dracut-only card by presenting a current valid driver's license with a current address OR a current valid government-issued photo ID with a current address.

### **II. 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.

### **III. BORROWING**

To borrow materials or access their account in Dracut, residents of Dracut or other Merrimack Valley Library Consortium (MVLCC) 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.

Children who do not have their library card may not check out materials unless they are with a parent or guardian who presents a valid ID.

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.

<b>Material</b>	<b>Borrowing Period</b>	<b>Borrowing Limit</b>	<b>Renewals</b>
Print Books	3 weeks	Unlimited*	Twice
Audiobooks/Playaways	3 weeks	Unlimited	Twice
Music CDs	3 weeks	Unlimited	Twice
Magazines	1 week	Variable	No
DVDs	1 week	Unlimited	Once
Hot DVDs	3 days	3 per patron	No
Binge Boxes	2 weeks	Unlimited	No
Museum Passes	<i>See Section IV</i>	1 per institution per month per family/card	No
Civics & Citizen Toolkit	3 weeks	1 per family	Twice
Library of Things (LoT)	2 weeks	2 per family	No
LoT - HotSpot	2 weeks	1**	No
LoT - Roku	2 weeks	1**	No
LoT - Launchpads	2 weeks	2 per family	No
LoT - Cakepans	2 weeks	2 per family	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 returning a Hotspot or Roku, a Patron must wait a minimum of 14 calendar days before checking out another one.*

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.

#### **IV. 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 institution per month per card.

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.

#### **V. FINES & FEES**

*See Fine & Fee Schedule*

#### **VI. REPLACEMENT COSTS**

*See Fine & Fee Schedule*

#### **VII. 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.

#### **VIII. 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.

#### **IX. 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. Privileges will also be denied when a patron has 20 or more overdue items.

#### **X. 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.

#### **XI. 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, September 14, 2016, October 12, 2017, September 12, 2018, October 12, 2022