

TOPSFIELD TOWN LIBRARY

CIRCULATION POLICY

The Topsfield Town Library's Circulation desk and the Children's Room can assist patrons with checking in and out library materials including holds. Renewals of Topsfield material may be made in person, via the online catalog or by phone. Items requested for patrons via the Online Computer Library Center (OCLC) will be held at the Reference desk once they arrive.

Library Cards

Cards are issued to individual's ages 6 years and older who provide proof of Topsfield residency. A cardholder is responsible for all materials checked out on his/her card. No one, but the card holder may use the card without express permission of the cardholder to the library. To ensure that this policy is enforced fairly, the library requires all borrowers to have their library card in their possession when checking out materials.

Who can Borrow:

Residents of Topsfield- Children ages six (6) through twelve (12) with a parent and proof of Topsfield residency can be issued a card in the Children's Room. Students ages thirteen (13) to eighteen (18) can obtain a library card at the main desk with a parent and/or proof of residency, which includes their own drivers license. A drivers license is the preferred form of proof of residency for adults eighteen (18) years and older, however, if you are new to town a lease or utility bill, will be acceptable for registration.

Residents of other towns in the Merrimack Valley Library Consortium (MVLC) – Please go to your hometown for a library card. It may then be used at all MVLC member libraries.

Resident of other Massachusetts Towns – Please go to your hometown for a library card. We can register you to borrow from the MVLC system using your hometown card.

Town of Topsfield employees – In-state – Please go to your hometown for a library card. We can register you to borrow from the MVLC system using your hometown card. **Living out of State but working in Topsfield** – Local use only, no fee cards can be issued to you. Please bring proof of Town of Topsfield employment and ID to the Circulation Desk for registration.

Out-of-State resident – Please bring your ID and the library can register you for a consortium card to all MVLC libraries for a yearly fee of \$75.

Borrowing Material and Limits

Item	Due	Limits	Renewal*	Fines
New Fiction	3 week	no	once	no
New Non-fiction	3 weeks	no	once	no
Fiction	3 weeks	no	once	no
Non-fiction	3 weeks	no	once	no
Audio Books				
All formats	3 weeks	10	once	no
VHS movies	4 days	5	once	no
DVD movies	4 days	5	once	no
CD's music	1 week	10	once	no
Magazines	1 week	no	once	no
Museum passes	1-day	1per day	no	no
Reference	non-circulation			
Newspaper	non-circulation			
Topsfield Room	non-circulation			

*Library material owned by Topsfield, with no requests, can be renewed once.

Due Date Cards

Green = 4 days Yellow = 1 week White = 3 weeks

If you require more than the limited number of items for professional or academic reasons, please make your request with the Head of Circulation or the Director. Exceptions will be considered.

RENEWALS

Library material owned by Topsfield, with no requests, can be renewed once. Requested items are not renewable when there is a hold on the item for another patron. Renewal policies of other libraries may vary and Topsfield honors all other libraries policies. Exception must be discussed with a staff member. Special request material such as Virtual Catalog and OCLC item due dates must be adhered to. Borrowing privileges with colleges and special collection libraries are jeopardized if due dates are not honored. Patrons who do not return these materials on time may lose borrowing privileges. If a patron has any question about renewing items, contact the library circulation department for our assistance.

Second Renewal on Topsfield items only on a case-by-case basis. Some guidelines: if the two previous times the patron has asked to renew have been on or before the due dates, we may decide to override the block and renew the item. Consider whether having the item out for a third loan period would or would not be detrimental. We will only renew a second time if no one has requested the item. Contact the owning library to make a second renewal on any item not belonging to Topsfield.

FINES

The Topsfield Town Library does not charge fines for late items. However, Patrons should be aware that other MVLC libraries do and patrons may be subject to fines if material was check out at another location. The Topsfield Town Library honors all other libraries policies.

OVERDUE NOTICES

The Topsfield Town Library works with patrons to return books in a timely manner. Renewal of items prior to the items due date eliminates the generation of overdue notices. We encourage patrons with email addresses that are frequently used to set up accounts. Patrons then will receive all library notices via email rather than the use of paper, envelopes and postage. Overdue notices are issued when:

First Notice: 21 days after original due date

Billing Notice: 63 days after due date.

Phone Call: Staff may do follow-up calls to make every effort to communicate and resolve outstanding issues.

Stop on Patron Card: Comes after notices and phone calls have not received response from patron. A letter from the Director notifies Patron of stop on card.

What does a stop mean: A stop on the patrons record means that a Patron's borrowing privileges are suspended in all libraries in MVLC until proper resolution regarding outstanding library material. Stops are generally placed on a patrons record when costly items and/or the number of items indicate unreasonable cost to the library.

Lost/damaged items: Payment for lost or damaged items must be collected before the patron's borrowing privileges are restored. Payment may be made at any MVLC library. If a lost Topsfield item is found after having made payment, money cannot be refunded, therefore the item becomes the patrons to keep.

Claims returned: Items that a patron feels he/she has returned but cannot be found by library staff can be changed to "claims returned status". The patron is not charged for these items, but they do remain on the patron's record in this status. Patrons should be mindful to how many Claims return items are on ones record.

AGE RESTRICTION AND LIBRARY MATERIAL

There are no content restrictions on borrowing. The Topsfield Town Library respects the personal decisions made for minors by parents or legal guardians. The Library will assist parents with identifying material content where possible. Movies and DVD's also have no restriction, but G-rated movies are located in the Children's Room. In addition, a computer use policy must be signed by a parent or legal guardian for minors up to age eighteen (18) prior to using the Internet as another library tool.
(Library cards are issued to Children Six (6) years of age and older)

MUSEUM PASSES

DeCordova Museum Pass: One pass is available daily to any patron holding a Topsfield Town Library card. This pass is part of the Library's corporate sponsorship program and is funded through the Library's Gould Fund.

All Other Museum Passes: the Friends of the Topsfield Town Library run the museum pass program, with the exception of the DeCordova Museum Pass. Passes may be checked out to members of the Friends with their library cards. Membership forms are available for patrons interested in using these passes at the Circulation Desk. One pass per day is available for Friend members to reserve. Reservations for passes are necessary and can be made in person or by calling the Library.

DECERTIFICATION OF OTHER LIBRARIES

The Topsfield Town Library Board of Trustees unanimously approved the Executive Committee of the MVLC's recommendations to deny borrowing privileges including interlibrary loan, to residents of communities with closed or decertified libraries.

To implement – the borrowing of any material is denied. Visiting the library and utilizing library material while in the library, including computers, is allowed. Out of consortium, out-of-state borrowers that have a decertified library card will have to pay the MVLC out-of-state fee in order to borrow from the Topsfield Town Library.

Other Policies that may influence circulation issues are:

CIPA Filtering Position Statement

Decertification Statement

Materials Selection Policy

Policy for Public Use of the Internet, including Personal Laptop Computers

Privacy and Confidentiality Policy

Approved by the Board of Library Trustees