

Library Cards and Borrowing Guidelines

Who can borrow?

- **Residents of Topsfield**
Bring proof of residence (preferably driver's license, or if you are new to town a lease, utility bill, etc.) to our circulation desk and register for a library card. Ages 6-12 register in the Children's room with parent's signature. Ages 13-18 register at main desk with parent's signature, unless driver's license/proof of residence is provided. Adults 18+ register at main desk.
- **Residents of other towns in the MVLC**
Get a card at your hometown library and use it here.
- **Residents of other Massachusetts towns**
Get a card at your hometown library and bring it along with proof of residence in that town to our circulation desk. We can then register you to borrow in the MVLC system.
- **Town of Topsfield employees**
In-state: See "Residents of other Massachusetts towns."
Out-of-state: Local use only, no fee. Bring proof of Town of Topsfield employment and ID to the circulation desk.
- **Out-of-state residents**
A yearly, individual fee of \$75 confers full consortium privileges.

Library card fees

Local residents	No fee for first card
Out-of-state resident's	\$75.00 annual fee
Replacement cards	No fee

Loan periods set by the Topsfield Town Library

New Fiction	3 weeks
New Non-Fiction	3 weeks
Fiction	3 weeks
Non-Fiction	3 weeks
Books on tape	3 weeks
Books on CD	3 weeks
DVDs and Videos	1 week
CDs	3 weeks
Magazines	1 week
Museum passes	1 day
Reference	non-circulating
Newspapers	non-circulating
Topsfield Room	non-circulating

Limits

Only one museum pass may be taken out at a time. For DVDs and Videos there is a 5 item limit. CD's and Audio books there is a 10 item limit.