



## **NEWBURYPORT PUBLIC LIBRARY**

### **CIRCULATION POLICY**

As a member of the Merrimack Valley Library Consortium, the Newburyport Public Library is governed to some degree by system-wide circulation regulations. System determined regulations include such policies and procedures as: borrower registration, interlibrary loans, out-of-state network loans, or suspension of borrowing privileges of another library's patron.

The Newburyport Public Library's circulation staff attempts to anticipate and to fulfill community-borrowing needs.

- Any Newburyport resident may register for a consortium card at no cost by producing a photo ID and an official document showing a current address (lease, tax bill, utility bill, pay stub).
- Any Massachusetts resident with a valid library card may have their card registered for use at all MVLC libraries by producing their home library card, a photo ID and proof of residency in their Massachusetts community (lease, tax bill, utility bill, pay stub).
- Teachers working in Newburyport schools who reside out of state are eligible to receive a Newburyport Public Library card for local use only which expires June 30th yearly. Proof of employment in a Newburyport school is required annually.
- Out of state residents employed in a Newburyport business are eligible for a one year renewable library card for use in the Newburyport Public Library only. Proof of employment is required annually.
- Summer Residents providing proof of Newburyport residence for a minimum of 30 days are eligible to receive a local use only Newburyport Public Library card for the duration of their stay with a refundable deposit of \$20.00. The refund is granted upon the return of all library materials. Summer residents from other Massachusetts towns may have their hometown card entered into our system.
- A patron from another MVLC community who does not yet have a library card may receive a temporary MVLC library card for one month. The patron then has a month to acquire a library card from their home town MVLC library.

Patrons may check out twenty (20) adult items at a time; there are no limits on the number of children's and teen items. There is a limit of three (3) items per subject call number for all checkouts.

Checkout periods are three (3) weeks for most circulating items; Magazines, DVDs and the Library's "Books to Go" (non-reservable) collection check out for one (1) week. Some Reference materials and all Archival Center materials do not circulate and may be used in the Library only.

A patron may reserve materials not currently on the shelf by placing interlibrary loan requests in person at the Reference Desk, online or by telephone. Any number of requests can be made, and there is no charge for this service for items from Massachusetts libraries. The patron is notified by telephone, text message or e-mail when the materials have arrived for pick up. Reserves will be held at the Circulation Desk for seven (7) business days.

Library materials that have no waiting list can be renewed twice. Renewals can be made in person, by telephone to the Circulation Desk or the MVLC Renewal Line, or online. Books to Go, Hot DVDs and Reference materials cannot be renewed. When renewing by phone, a patron is expected to have their library card number available.

When checking out library materials a patron should have their library card available. If a patron does not have their card, a form of identification will be requested to verify that the patron holds a current library card. Only the registered patron may use their library card. Should a card be lost or stolen, please notify the Circulation Desk; the registered card holder is responsible for materials checked out to their card. Replacement cards can be purchased for \$1.00.

One (1) museum pass may be checked out per family per day, up to a total of three (3) per month. Museum passes cannot be renewed. Reservations can be made online, at the Library or by telephone up to 60 days in advance. Museum passes can be picked up 24 hours prior to the reservation date. Failure to use a reserved pass may result in a temporary loss of museum pass privileges. Reservations can be cancelled at the Library, online or by calling the Circulation Desk. Most passes are dated coupon passes and do not need to be returned to the Library. However, a few museums continue to use a plastic pass which must be returned by 10am the day following use. Late returns are assessed a \$5/day fee.

Overdue materials, except museum passes and the telescope, are not subject to late fees or fines. It is expected that all borrowed materials will be returned by their due dates. The Library's two book drops (at 94 State Street and on Storey Ave between Walgreen's and Market Basket) are collected daily. If materials are held past their due date, reminder notices are made by phone or sent by e-mail or text.

Items are considered to be lost 49 days after the due date and a replacement cost is automatically billed to the patron's account. Borrowing privileges will be suspended for patrons with lost items or when \$20.00 or more is owed. Bills are resolved either when the item is returned or payment is made. Payment can be made by cash or check at the Library, or online by credit card.

Occasionally, a patron receives a notice for materials they believe they have returned. A careful search is undertaken to make sure that the items have not been shelved without having been checked in. The Library accepts the patron's claim up to three (3) items per year.

#### Confidentiality of Library Records

The Newburyport Public Library recognizes that circulation and other library records identifying the names of library patrons are confidential in nature.

No records will be made available to any inquiries, including law enforcement, unless a subpoena or warrant has been served by a court of competent jurisdiction. The Library Board of Directors will refuse the acceptance of issue, the issuance or the enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction. The Library Board of Directors will consult with legal counsel to determine the validity of such process, order or subpoena. Records will be made available immediately upon presentation of a valid warrant. Records will be released in response to a subpoena after consultation with legal counsel. Whereas a subpoena or a search warrant under the USA Patriot Act (P.L.107-56) suspends state statutes, confidential patron information will be turned over to federal law enforcement officers if such documents are presented. Library representatives shall not honor requests from federal law enforcement officers unless a subpoena or search warrant is presented pursuant thereto. Only Federal officers can use the Patriot Act to request information.

The Newburyport Public Library recognizes and utilizes Massachusetts General Laws Chapter 78, Section 7, which states: "...that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be public record as defined by clause twenty-sixth of section seven of chapter four" and recognizes the Code of Ethics of the American Library Association, which in Article III states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

#### Lending to Massachusetts Residents of Municipalities with Decertified Libraries

The Newburyport Public Library upholds the importance of maintaining at least the minimum standards of public library service required for public library certification by the Massachusetts Board of Library Commissioners, and therefore will not loan materials to residents of municipalities with decertified libraries.

Public libraries that receive a waiver from the Massachusetts Board of Library Commissioners are considered certified. Residents of municipalities in which the library has received a waiver will be permitted to borrow materials.

***Approved by the Newburyport Public Library Board of Directors on November 7, 2018***