

# **East Brookfield Public Library**

## **Circulation Policy**

A library card is required to borrow and renew material. When applying for a library card please bring identification with your signature and current address. Patrons will be asked to fill out an application with their name, address and phone number. Children's applications (under age 18) must be signed by a parent or guardian.

There is no waiting period to check out items. However, only 3 items may be checked out (only 1 may be a DVD) the first time the card is used.

East Brookfield Public Library (EBPL) is a mini-net member of CWMARS (Central/Western MA Automated Resource Sharing). EBPL will circulate its items to patrons in good standing, who hold a CWMARS card. Cardholders from other regions will need to obtain a CWMARS card in order to check out any EBPL item (unless requested through the state-wide Virtual Catalog system).

There is a reciprocal arrangement among libraries in Central Massachusetts enabling you to return material to the most convenient public library. EBPL abides by the circulation policies of the regional resource sharing consortium, CWMARS.

The Director of the library may exercise his/her judgment to impose restrictions on the amount of materials borrowed or reserved.

### **Fines**

East Brookfield Public Library (EBPL) does not generally charge fines on any overdue items that it owns. We will however, charge for an item that is lost or damaged. Other libraries in the Central Mass Regional Library System (CMRLS) do charge fines.

If you are returning an overdue item that belongs to a library other than EBPL, it might generate a fine. A fine of less than \$10 on any patron's card can be paid at EBPL or any CWMARS affiliated library. If an item is lost or damaged, the patron will need to write a check made out to the owning library in the amount designated by the owning library.

Unpaid fines for overdue or lost materials totaling more than \$10 will result in a delinquent borrower status. Delinquent borrowers forfeit their borrowing privileges until items are returned and fines are paid.

### **Loan Periods**

Books and other materials in the circulating collection of EBPL may be borrowed for the loan period appropriate for that item. Generally:

Books 21 days

Videos, audios, CDs 7 days

Magazines 7 days

Museum Passes (limit 1) 3 days

**Reference In-Library use only**

A total of 25 items allowed per library card maximum.

An exterior book drop is available on premises at all times. Material placed in the drop will be cleared each day the library is open.

**Renewals**

1. Most library items may be renewed for one additional loan period. Patrons may renew items in person, by phone or on-line using your CWMARS card.
2. If renewed by telephone, patrons must supply full name and date of birth and/or library card number to library staff when calling.
3. Material will not be renewed if it, or any other material, is overdue.
4. Material may not be renewed if it has been reserved by another borrower or if it has exceeded the renewal limit.

**Borrower responsibilities**

1. Identification, including current address, will be required to register for a new card.
2. The signature of a parent or legal guardian is required for children under the age of 18.
3. Please report lost or stolen cards.
4. If a card is lost or damaged the replacement cost is \$1.00.
5. The library should be informed of any change in name, address, or telephone number as soon as possible.
6. You are responsible for all materials charged to your library card. Borrowers are responsible for replacement cost of materials that become lost or damaged while out on loan.

**Reserves**

You may reserve items that are not on the shelf. This can be done either in the library, by phone or on-line using your CWMARS card at [cwmars.org](http://cwmars.org).

1. Any requests for materials will be filled in the order in which they were submitted.
2. Phone calls or e-mails will be made to notify patrons that reserved items are available.
3. Materials will be held on the reserve shelf no more than seven (7) days before the request is considered void and the items returned to the shelf or next patron.

**Museum Passes**

1. Limited to 1 pass per day per family.
2. Returnable passes must be checked out to a patron in good standing with a CWMARS card.

3. Passes can be reserved up to one week before needed. Call or come in to the library for reserves.
4. Passes may be picked up on the day before the date needed (or the last day that the library is open prior to checkout).
5. Passes must be returned the next day. You can put it in an envelope and place it in the book drop.
6. Passes are the responsibility of the patron and a replacement fee will be charged for passes lost or damaged beyond use. The amount charged is set by the individual museum.
7. All passes are for general admission only. A small additional fee may be assessed by the museum for admission. Passes do not include special exhibits or events.

### **Inter Library Loans**

If we do not have what you need we will be happy to request it for you from another library. Please ask. (see the Inter Library Loan policy)

### **Lost Material**

You will be assessed the replacement cost of material permanently lost or destroyed.

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Adopted: 2/12/2007

**Adopted by the Trustees of the East Brookfield Public Library**