Circulation Policy

Loan, renewal, and grace periods

Obtaining a Library Card, Including a Teacher Card

1. **Borrowing privileges** at the Burlington Public Library are extended to:
   a.) Residents of any Massachusetts community that is certified in the Library Incentive Grant program. (State regulation)
   b.) Residents of other states who are employed in Burlington may obtain a Burlington Public Library card with borrowing privileges limited to Burlington materials only.

2. **Residents of any Massachusetts community** must obtain their cards from their home library. These cards may then be used at the Burlington Public Library.
   a.) Residents of other communities who have not yet obtained a home town card may be issued a Temporary Card with a unique Merrimack Valley Library Consortium (MVLC) barcode for use until they can get to their home town library to obtain a library card. These cards are valid for 30 days. Patrons must provide identification with a current home address. This temporary card is for material checkout only for the named cardholder and cannot be used to reserve materials, access databases or borrow museum passes.

3. **Adult** - For a person who has finished 8th grade or reached 14 years of age to obtain a library card, s/he must present identification with picture and proof of current address/residence. Acceptable picture identification includes but is not limited to: driver’s license, student ID card, passport, or employee badge. Acceptable proof of residence includes but is not limited to: car registration, lease or rental agreement, utility receipt, or other cancelled mail received at current residence. If a person who has finished 8th grade or reached 14 years of age but is not yet 18 cannot provide identification, a parent or guardian must sign for them.

4. **Child** – For a child who has not finished 8th grade or reached 14 years of age, it is the choice of the parent or guardian as to when the child may obtain a library card. The adult must present identification as indicated above when signing the registration form. The child must be present to obtain a card. If the parent’s or guardian’s card is not in good standing the child may be denied a card until the parent’s or guardian’s account is cleared.

5. **Teachers** – Teachers, teacher aides, tutors and homeschoolers working with Burlington residents in a planned educational environment are eligible for a Burlington Library card specifically for database use only. This card will allow access to the library’s e-library collection from home or in the classroom.

Card Use and Replacement

1. Subject to constraints of this policy regarding withholding of borrowing privileges and other specific circumstances, all cardholders have equal use of the collection. Parents and other
caregivers, not the library staff, are responsible for determining what their child may read, listen to, or view.

2. Patrons are encouraged to carry their library cards with them to check out material, but a valid picture ID will be accepted as well. Anyone presenting a card is deemed to have the cardholder’s permission to use the card as if it were the presenter’s own. If a patron does not present their card or appropriate ID, borrowing privileges will be withheld until the card is produced or replaced. Materials selected by the patron may be held for that patron through the close of business on the third day after borrowing privileges were withheld.
   a.) Patrons picking up museum passes must present the library card used or a valid picture ID for the patron under whose name the reservation was made.

3. It is the cardholder’s responsibility to inform the library of lost cards and changes in name, address, e-mail address, telephone number, etc. The library is not responsible for loss of privacy or other consequences of failure to notify the library of such changes.

4. If a patron reports their library card lost or stolen, and the patron can provide an acceptable form of picture ID, a replacement card may be issued at the cost of $1. The patron’s card must be in good standing in order to issue a new card.

5. Library staff, trustees, and volunteers are subject to the same borrowing rules as other library patrons.

Requests, Reserves, and Renewals

1. Reserve requests may be submitted in person, online, by phone, and by e-mail.
   a.) Reserved materials will be held through the close of business on the seventh day after the reserve is filled. Patrons will be notified of available reserve materials by phone, e-mail, or text.
   b.) Museum passes may be reserved in person, online, or by phone and are limited to one per family per day, with each pass reserved once per family, per month. The library does not maintain waiting lists for the museum passes. When available, museum passes may be picked up one day in advance of reservation. (See Museum Pass Policy)
   c.) In order to pick up a reserved item, the patron must present the library card or ID used when placing the reservation.

2. In keeping with the MVLC policy, items may be renewed two times if no one is waiting for the item.

3. The library will lend books pursuant to Mass. General Laws Chapter 78, Section 8 to any free public library accepting a state grant.
4. The library reserves the right to decline to negotiate an inter-library loan outside of MVLC for borrowers who are delinquent.

**Loan Periods, Return of Materials, Withholding of Borrowing Privileges, Fine Maximums, Lost, Damaged, Etc. Materials**

1. It is the responsibility of the library patrons to return all materials in good and complete condition by the item due date.

2. MVLC has established uniform loan periods for various classes of materials. The Burlington Public Library has established loan periods for other classes of materials. The loan periods are as follows:

**Established by MVLC:**

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 days</td>
</tr>
<tr>
<td>Videos</td>
<td>7 days</td>
</tr>
<tr>
<td>DVDs</td>
<td>7 days</td>
</tr>
<tr>
<td>Blu-rays</td>
<td>7 days</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>21 days</td>
</tr>
<tr>
<td>Music Audio</td>
<td>21 days</td>
</tr>
</tbody>
</table>

**Established by Burlington Public Library:**

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 day DVD</td>
<td>3 days</td>
</tr>
<tr>
<td>14 day Books</td>
<td>14 days</td>
</tr>
<tr>
<td>CD Rom</td>
<td>7 days</td>
</tr>
<tr>
<td>Video games</td>
<td>7 days</td>
</tr>
<tr>
<td>Magazines</td>
<td>7 days</td>
</tr>
<tr>
<td>Launchpads</td>
<td>7 days</td>
</tr>
<tr>
<td>Kits</td>
<td>21 days</td>
</tr>
<tr>
<td>Puppets</td>
<td>21 days</td>
</tr>
<tr>
<td>Puzzles</td>
<td>21 days</td>
</tr>
<tr>
<td>Tote Bags</td>
<td>21 days</td>
</tr>
</tbody>
</table>

3. Upon patron request, library staff will check the collection for items which are believed to be returned but which remain outstanding on the patron’s record. The patron should report any such discrepancies within one week of notification that an item is overdue. If repeated checks by the library staff and the patron fail to locate the item, and the patron believes the item to have been returned, it may be considered as returned and marked as “Claims Returned” within the library’s database. This function will not have any adverse effect on the patron’s record. The library reserves the right to restrict the number of “Claims Returned” items per patron.

4. Individual consortium libraries may block a patron’s card at different increments. The Burlington Public Library follows the consortium recommendation and withholds borrowing
privileges when a patron’s fines or bills accrue to $20 or they have 20 items overdue. In the event that a patron is declined borrowing privileges, materials selected by that patron may be held through the close of business on the third day after borrowing privileges were withheld. The patron has the right to appeal the withholding to the Library Director.

5. E-mail and paper notices are generated by MVLC according to the schedule below. Please note that the schedule may vary; for example, items with a 3-day loan period will not receive a 3-day courtesy reminder.
   a.) Patrons who have elected e-mail as their means of notification may choose to receive a courtesy reminder 3 days prior to their item’s due date
   b.) An overdue notice will be sent 14 days after an item is overdue.
   c.) A billing notice will be sent 49 days after an item is overdue.

6. The Burlington Public Library does not charge fines for late items, with the exception of items outlined below. However, patrons should be aware that other MVLC libraries do charge fines and patrons may be subject to fines if material was checked out or renewed at another location. The Burlington Public Library honors all other libraries’ policies. The overdue fine schedule is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Daily fine</th>
<th>Max. Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum passes</td>
<td>$ 10.00</td>
<td>$ 30.00</td>
</tr>
</tbody>
</table>

7. The Burlington Public Library will accept equivalent donations of non-perishable food items to the Burlington Food Pantry in lieu of overdue fines. This donation must be made at the library and staff must be alerted to this donation. This applies only to overdue fines, and not to other charges. Fines of $20 or more that originated from other libraries cannot be forgiven by this donation.

8. Materials lost or severely damaged while checked out to a borrower incur a charge equal to the list price of the item when new. The library does not accept in kind replacement of lost items.

9. Library patrons may be charged reasonable replacement costs for missing or damaged packaging, missing pieces of multiple piece sets, etc.

The following is a schedule of fees for damaged items:
   Missing or damaged barcode: $2
   Missing or damaged CD or DVD case: $5
   Individual CD from set: $5 or the replacement cost

10. The library will cooperate fully to bring about the return of overdue materials obtained through interlibrary loan for circulation to patrons of the library.
The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.

BOARD OF TRUSTEES (Circulation Policy)  DATE
___________________________________________ Chairman  _____

___________________________________________ Vice-Chairman  _____

___________________________________________  _____

___________________________________________  _____

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Reviewed September 23, 2019