

Burlington Public Library
22 Sears Street
Burlington, MA 01803

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 pay an annual fee set by MVLC (Merrimack Valley Library Consortium). Monies collected from this fee will be used to offset the MVLC assessment paid by the library.
- c.) 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 other communities where the library is a member of MVLC*** must obtain their cards from their community library. These cards may then be used at the Burlington Public Library.

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 "Teacher Card". These cards expire annually on August 1st, and are held at the Burlington Public Library Circulation Desk. Teacher cards automatically extend the loan period on book items owned by the Burlington Public Library from three weeks to six weeks. Items borrowed with the extended loan period are not eligible for renewal. AV material and items borrowed from other MVLC libraries are not eligible for an extended loan period.

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 required to carry their library cards with them to check out material. 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, 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.

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. However, they are exempt from fines.

Requests, Reserves, and Renewals

1. Reserve requests may be submitted in person, online, by phone, and by e-mail.

a.) Reserve 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 or e-mail.

b.) Museum passes may be reserved in person, online, or by phone and are limited to two per family per day. 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.

c.) In order to pick up a reserved item, the patron must present the library card used when placing the reservation.

2. Items may be renewed two times if no one is waiting for the item.

Items more than one week overdue are not eligible for renewal.

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:

Books	21 days
Videos	7 days
DVDs	7 days
Audiobooks	21 days
Music Audio	21 days

Established by Burlington Public Library:

3 day DVD	3 days
7 day Books	7 days
CD Rom	7 days
Video games	7 days
Magazines	7 days
Kits	21 days
Puppets	21 days
Puzzles	21 days

3. When a patron requests it, 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.

4. Individual consortium libraries may block a patron’s card at different increments. The Burlington Public Library withholds borrowing privileges when a patron owes \$5 or more in fines or when an item is more than 21 days 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 following schedule:
 - a.) Recall notices – after an item with more than one hold is overdue more than one day
 - b.) 1st overdue notice – 21 days after an item is overdue

c.) 2nd overdue notice – 42 days after an item is overdue

d.) Billing notice – 63 days after an item is overdue

The notice schedule may vary for particular materials such as audio visual material.

6. The overdue fine schedule is as follows:

Item	Daily fine	Max. Fine
Books	\$.05	\$ 2.00
7 day Books	\$ 1.00	\$10.00
Videos	\$.50	\$ 5.00
DVDs	\$.50	\$ 5.00
3 day DVD	\$ 1.00	\$ 10.00
Audiobooks	\$.05	\$ 2.00
Music Audio	\$.05	\$ 2.00
Magazines	\$.05	\$ 2.00
CD Rom	\$.50	\$ 5.00
Video games	\$.50	\$ 5.00
Kits	\$.05	\$ 2.00
Puppets	\$.05	\$ 2.00
Puzzles	\$.05	\$ 2.00

Note: The maximum fine per person for materials returned at the same time shall be \$20.

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 fine, and not other charges.

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. Lost book replacement charges, less a \$5 processing fee, will be refunded if the lost item is returned in good condition within 1 month of the payment.

10. 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, DVD, or Video case: \$5

Individual CD or Cassette from set: \$5 or the replacement cost

11. 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 annually.

Adopted: July 11, 2002,
Revised: August 9, 2007