

## East Bridgewater Public Library Circulation Policy and Procedures

In order that all patrons may be served equally and fairly, we ask you to adhere to the following rules governing the circulation of materials from the East Bridgewater Public Library. This policy works in tandem with the SAILS Library Network Circulation Policy.

### A. Borrowing Privileges

1. Anyone registering for a library card enters into a legal agreement with the Town of East Bridgewater in which the borrower agrees to comply with library rules. Library privileges may be withdrawn if the borrower does not comply. SAILS library cards may be used at any library that is a member of the SAILS network.
2. In order for new borrowers to register for a library card they must present identification showing their name and current address. Current library card holders who change their name or place of residence must also present identification showing their name and current address. It is our policy to address patrons by the name they give us, regardless of what is written on their identification. Unhoused library patrons will be given library cards, and a note appended to their record to follow up later requesting a permanent address. Acceptable identification includes one of the following items, though this is not an exhaustive list. Digital forms of identification will be accepted as well.
  - i. Valid driver's license
  - ii. Bank or check book with printed name and address
  - iii. Utility bill with name and address
  - iv. A piece of postmarked mail addressed to the person
  - v. A rent receipt or land deed/mortgage
  - vi. A valid Massachusetts college I.D.
  - vii. A valid Massachusetts high school I.D.
3. Children who can print their first name or are at least 5 years old may have their own library card. For new borrowers in 6th grade or below, an adult caregiver must be present when applying for the card.
4. Anyone who resides in a Massachusetts town or city that has a public library certified by the Massachusetts Board of Library Commissioners may obtain a SAILS card without charge. The East Bridgewater Public Library reserves the right not to issue a card to anyone who is not in good standing at another public library.

### B. Length of Loan

1. Most items are loaned for 28 days, with the exception of new books, magazines, and CDs, which have a loan period of 14 days. DVDs are loaned for 7 days and DVD series are loaned for 14 days. Library of Things items are loaned for up to 6 days. All items borrowed within the SAILS library network may be renewed, if not already reserved by another person. Renewals may be made by telephone, in person, online, or through the SAILS mobile app. Items will automatically be renewed 3 days before the due date, if eligible.

2. Interlibrary Loan materials, borrowed from outside the SAILS network, are subject to the loan restrictions of the lending library. Items borrowed through the Commonwealth Catalog (ComCat) cannot be renewed.
3. Reference materials may not be checked out of the library.

#### C. Reserves and Requests

1. Patrons may reserve items by:
  - a. Placing the hold at a SAILS library using a public access terminal
  - b. Asking for assistance from the staff member at the Circulation desk
  - c. Placing the hold online, from home, through the SAILS website, or through the SAILS mobile app.
2. The patron will be notified by telephone, text message, or email when the item(s) is(are) available to be picked up based on their choice of notification preference.
3. Materials will be held for a period of 7 days.
4. If a patron wishes to request that the library purchase an item not owned by a library in the SAILS network, a Request for Consideration form must be filled out. It should be understood that such requests will be subject to the same criteria for selection as other library materials. The form can be obtained from a librarian.

#### D. Loan Limitations

1. The library reserves the right to limit the number of books on a single subject that may be taken out by any one person at any one time.
2. The library reserves the right to place items "on reserve" when they are needed for class assignments.

#### E. Overdue Materials

1. There will be 3 overdue notifications: the first will be 7 days after the due date; the second will be 14 days after the due date; the third (or final) will be 28 days after an item is due. The patron will be billed for the replacement cost of the overdue item after the third notification. Patrons will be notified by letter, telephone, e-mail or text, based on their notification preference.
2. Patrons will be blocked from borrowing further items if:
  - a. They owe \$10.00 or more on their SAILS record
  - b. They have 7 or more items overdue

#### F. Lost or Damaged Items

1. Patrons who have lost or damaged books or other materials must pay for the replacement of the item(s) before they will be allowed to borrow additional materials from the library. Lost or irretrievably damaged items must be paid for at the full replacement cost. Patrons have the option of buying a replacement copy of the item in lieu of paying for the item. The library will accept a new copy of a book with an identical ISBN number as the original item.

2. Library of Things items that are late will incur a \$1.00 fine per day until the item is returned, with a maximum total fine of \$10.00. Lost or irretrievably damaged Library of Things items must be paid for at the full replacement cost.
3. Patrons will be issued a receipt. There will be no refunds on payments for lost or damaged items.

#### G. Museum Passes

1. One museum pass may be borrowed per person/per day.
2. Museum passes may be reserved in advance.
3. Museum passes must be checked out on an adult or YA card.
4. Persons borrowing the museum passes are responsible for returning the passes to the library or in the book drop on the day they were borrowed. If the pass is returned late a fine of \$1.00 per day will be charged until the pass is returned, with a maximum total fine of \$10. Paper "one time only" use passes and digital passes do not need to be returned.
5. If the museum pass is lost or stolen, the person borrowing the pass is responsible for the replacement fee charged by the museum. A receipt will be issued and there will be no refunds on payments for lost or damaged items.

#### H. Book Drop

1. The library provides a book drop for the convenience of the patrons returning materials when the library is closed.
2. Please do not place any Library of Things items in the book drop. All Library of Things items should be returned inside the library, during regular library hours.
3. Any donations to the library should be brought inside the building during regular library hours and not placed in the book drop.

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