

Borrowing Privileges Policy

Borrowing Privileges

A Littleton resident of any age may obtain a Reuben Hoar library card at no charge by providing identification showing a Littleton address. The signature of a parent or guardian is required for those under 12 years of age.

A person without identification may request verification of residence by a library staff member through phone calls to school, home, or place of employment.

Littleton is part of the Merrimack Valley Library Consortium (MVLC). A resident of a town served by MVLC who has obtained a library card in accordance with [MVLC policies](#) may use that card in Littleton.

The Library extends reciprocal borrowing privileges to residents of the Commonwealth who reside in communities that offer state certified library service. For more information, please see [Massachusetts Board of Library Commissioners \(MBLC\)](#).

A resident of a state other than Massachusetts who wishes to borrow materials may, in accordance with MVLC policies.

https://merrimackvalleyl.sharepoint.com/:b:/r/Shared%20Documents/MVLC%20Policies/MVLC_Patron_Registration_Policy_Best_Practice.pdf?csf=1&web=1&e=CE8BFr

Registration

Any Massachusetts resident may become a registered borrower by showing a valid driver's license, military identification, or other picture ID giving a current address. A separate card is issued to each new adult registrant. Registration is valid for three years and may be renewed.

A child is encouraged, but not required, to use a parent/guardian's card until June of the year the child enters first grade, at which time an individual borrower's card may be issued. With parent/guardian permission, a child may be issued a card earlier.

No one may use another person's card without that person's verbal or written permission. A cardholder is responsible for all materials borrowed on their card.

An application form will be signed by each borrower indicating the borrower's responsibility to return books promptly and to pay for damaged or lost materials.

Service Charges and Fines

No fines will be charged.

Overdue notices are sent when material is two weeks and one day overdue.

Some items may be eligible for auto-renewal if the item was checked out at a library participating in the automatic renewal service and there are remaining loan periods available

for the item. Items will renew three days before the item's due date and are eligible for up to two automatic renewals.

When material is five weeks overdue, the patron's borrowing privileges may be suspended until materials are returned or paid for. The accompanying letter cites relevant state and local law and notifies the borrower of the suspension of privileges.

When material is nine weeks overdue, the patron is notified that unless the item(s) is returned within the next four weeks, the matter may be turned over to the Littleton Town Police Department pursuant to G. L., c. 266, §100. The notification is sent by certified mail and includes a copy of G.L., c. 266, § 100.

When material is thirteen weeks overdue, information about the delinquency may be turned over to the Littleton Police Department for action under the state law. Borrowing privileges may remain suspended.

The library may charge up to the replacement cost of materials lost or returned in damaged condition.

Interlibrary loans are subject to the policies of the owning library.

Approved by
Reuben Hoar Library Trustees
September 12, 2024