

Borrowing Privileges Policy

1. Borrowing Privileges

- 1.1 A Littleton resident of any age may obtain a library card at no charge by providing identification showing a Littleton address.
- 1.2 A person without identification may request verification of residence by a library staff member through phone calls to school, home, or place of employment.
- 1.3 The signature of a parent or guardian is required for those under 12 years of age.
- 1.4 The Library does not serve in "*loco parentis*" but recognizes the rights and responsibilities of parent or guardian to determine and inform the library staff as to what materials the child may use.
- 1.5 A resident of a town served by MVLC (Merrimack Valley Library Consortium) must obtain a library card in accordance with MVLC policies. That card can be used in Littleton.
- 1.6 A resident of any other Massachusetts town may borrow materials in accordance with procedures set up by MBLC (Massachusetts Board of Library Commissioners).
 - 1.6.1 The Library extends reciprocal borrowing privileges to residents of the Commonwealth who reside in communities that offer state certified library service.
 - 1.6.2 The Library discontinues borrowing privileges to residents of communities that do not participate in, or do not qualify for, the direct state aid grant program, State Aid to Public Libraries, administered by the Massachusetts Board of Library Commissioners (MBLC). Borrowing privileges are discontinued when the Reuben Hoar Library receives notice of that a library is not certified.
 - 1.6.3 The Trustees of the Reuben Hoar Library will send a copy of this policy to the affected community's library board of trustees, selectpersons, city council, mayor or town manager, and will post a notice in the Reuben Hoar Library immediately following the first Trustees meeting after notification of decertification is received.
 - 1.6.4 Once a library is recertified by the MBLC, borrowing privileges of all affected borrowers will be reinstated immediately.
- 1.7 A resident of a state other than Massachusetts who wishes to borrow materials may in accordance with MVLC policies.

2. Registration

- 2.1. 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.
- 2.2. A child is encouraged, but not required, to use a parent's card until June of the year the child enters first grade, at which time an individual borrower's card may be issued. With parental permission, a child may be issued a card earlier.
- 2.3. 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 his/her card.
- 2.4. 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.

3. Service Charges and Fines

- 3.1. No fines will be charged.
- 3.2. Overdue notices are sent when material is two weeks and one day overdue.
- 3.3. When material is five weeks overdue, the patron's borrowing privileges are 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.
- 3.4. 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.
- 3.5. 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 remain suspended.
- 3.6. The library may charge up to the replacement cost of materials lost or returned in damaged condition.