

**Reuben Hoar Library**  
**Library Card and Borrowing Policy**

**Library Cards**

Every Littleton resident is entitled to a free library card. We require proof of residence such as a driver's license, a bill sent to your residence, or even a letter that you have mailed to yourself. Residents of Massachusetts towns other than Littleton should bring in their hometown library card. Hotels, motels, shelters and other temporary housing are not considered to be permanent addresses. Post office boxes are acceptable as mailing addresses only and may not be used as proof of residency. A person using a post office box as a mailing address must also provide the Library with written proof of an actual physical address.

**Local Use Cards** (Non-residents of Massachusetts, Temporary Residents and Group Homes)

The library extends limited borrowing privileges to persons who are living in temporary residences, are not residents of Littleton, live in group homes, or extended stay facilities. Photo identification is required as well as one of the following forms of verification of residence: a letter from an official of the temporary residence or group home, or proof of payment of current rental charges at an extended stay facility.

These library cards are issued for a six month period and are restricted to a checkout maximum of three items at a time. Cards are renewable in six month increments. Any patron under 18 requires a sponsor/guardian to sign for their card.

Children may have a card as soon as their parents are willing to keep track of an additional library card. Usually, children who are going into first grade and who can write their own name are interested in having their own card. Each child receives a free book, a gift from the Friends of the Reuben Hoar Library, on the day s/he registers for his/her first library card. All Parents/Guardians/Sponsors are responsible for all fines and fees accrued by the minor.

To get a library card, drop by the library's Main Desk to fill out a form. You may choose either a wallet size or key chain card.

If you have lost your library card, check with a staff member to see if your card was turned in. If the card has not turned up, the library will issue a replacement card. The old card will no longer be useable. All obligations must be taken care of before a new card is issued.

A Reuben Hoar Library card may be used at all Merrimack Valley Library Consortium libraries. Libraries belonging to other Massachusetts library systems may enter your Littleton card. Some may issue an additional card.

## **Borrowing**

DVDs, Videos and some electronic materials like games go out for one week. Reference materials including those in the Houghton Historical Room must be used in the library. Other materials may be borrowed for three weeks and renewed up to two times if no one else has requested the item.

Museum Passes may be taken out for one day with no renewals.

Juvenile kits may not be renewed.

Materials from other libraries and popular items may not be able to be renewed.

### *Service Charges and Fines*

1. No fines will be charged.

2. Overdue notices are sent when material is two weeks and one day overdue. When material is five weeks overdue, a bill notice is sent for the replacement cost of the item and a service charge of \$8.00 per item. 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. When material is thirteen weeks overdue, borrowing privileges remain suspended until service charge and material replacement costs are paid.

### *Lost and Damaged Materials*

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

### *Borrowing*

1. A library card is required to sign out materials.

2. Materials from other libraries are subject to the fine policy of the loaning library.

#### *Item borrowing periods are as follows:*

Books, periodicals, audio books, books on CD, best sellers and compact disks: 21 days

Hot Titles, DVDs, Videos, CD ROMs, Video Games, and Juvenile kits : 7 days

Museum passes: 1 day, must be returned the same day to avoid a \$20 charge.