

Circulation and materials policy

SECTION 1: FREE AND EQUAL ACCESS TO LIBRARY MATERIALS

The West Tisbury Public Library Board of Trustees adopts the American Library Association's *Library Bill of Rights* (1980, revised 1996), its *Freedom to Read Statement* (1972, revised 2000), and its related intellectual freedom documents as part of this policy. These endorse free and equal access to library materials for all people, regardless of race, creed, national origin, age, place of residence, or other personal criteria. No cardholder of the West Tisbury Free Public Library in good standing, whether a West Tisbury resident or a non-resident borrower, will be restricted from borrowing any item in the library collection, based on strictly personal criteria.¹

SECTION 2: ACCESS TO LIBRARY MATERIALS BY MINORS

The library staff and trustees are charged with the responsibility of providing free and equal access to library materials and services to all eligible people. However, it is impossible for them to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children.

The library staff is not and will not be responsible for monitoring and approving the selection of materials made by minor children. Only the parents or guardians may restrict their children – and only *their* children – from borrowing specific library materials. Parents or guardians who wish their children to not have access to certain materials must accompany or otherwise advise their children. The library staff and Trustees may not and do not act *in loco parentis*.

SECTION 3: CONFIDENTIALITY OF LIBRARY CIRCULATION RECORDS

The West Tisbury Public Library recognizes that all library circulation records are confidential as stated in Massachusetts General Statute Chapter 78, Section 7:

“That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four. Library authorities may disclose or exchange information relating to library users for the purposes of inter-library cooperation and coordination, including but not limited to, the purposes of facilitating the sharing of resources among library jurisdictions as authorized by clause (1) of section nineteen E or enforcing the provisions of sections ninety-nine and one hundred of chapter two hundred and sixty-six.” (Please see Policy on Confidentiality of Library Records for further explanation.)

¹ Please see Appendix 1

SECTION 4: APPLICABILITY OF POLICY

The provisions of this policy apply equally to all checkout points within the West Tisbury Free Public Library.

SECTION 5: ELIGIBILITY TO BORROW LIBRARY MATERIALS

West Tisbury Public Library patrons with valid library cards in good standing are eligible to borrow materials from the library's collection.²

West Tisbury residents and property owners may obtain a West Tisbury Free Public Library card for free. All residents of Massachusetts may also obtain a West Tisbury Free Public Library card for free.

Out of state residents may obtain a West Tisbury Public Library card for a one-time fee of \$10.00 and will be entitled to borrow materials from the West Tisbury Public Library, provided they present a valid West Tisbury Free Public Library card for use. (See Policy on Library Cards and Borrower Registration.)

There is a \$1.00 replacement fee on lost cards.

SECTION 6: TYPES OF LIBRARY MATERIALS

The collection of the West Tisbury Public Library will be developed to include reading and audiovisual materials in a variety of formats. Other types of materials and new formats may be added from time to time, as developed and subject to budgetary constraints.

SECTION 7: QUANTITY LIMITATIONS

DVD's: No more than 6 titles in either format may be borrowed by any cardholder at one time. (NOTE: Video titles consisting of more than 1 tape or disk count as 1 title.)

Books: There is no limit to how many books a patron in good standing may borrow except as noted in Section 18.

²

Code of Massachusetts Regulations (605) CMR

The Board of Trustees for each library must vote on the decision to deny services. Section 605 of the Code of Massachusetts Regulations (CMR) 4.01(6) states that "all public libraries participating in the direct state aid grant program must be willing, on a reciprocal basis, to extend direct access and services to nonresidents who are card holders in other libraries participating in the state grant program..." There is no requirement to extend this service to residents of communities which do not participate in the program.

Books listed on Island schools systems' required/suggested reading lists: Limits may be placed on these books at the discretion of the Adult Services and/or the Children's Services Librarians depending on collection inventory and demand.

SECTION 8: LOAN PERIODS

- **Books:** All books may be borrowed for 14 days. The West Tisbury Free Public Library will automatically renew all books one time for an additional 14 days, unless another patron has requested the item. Subsequent renewals will be by patron request only.
- **Magazines:** The most recent issue of a magazine does not circulate, but may be read in the West Tisbury Free Public Library. Circulating magazines may be borrowed for 14 days and automatically renewed one time for an additional 14 days, unless another patron has requested the item.
- **Audio materials:** Audio books on compact disc may be borrowed for 14 days. The West Tisbury Free Public Library will automatically renew all audio books for an additional 14 days, unless another patron has requested the item.
- **DVD's:** DVD's may be borrowed for 7 days. These items do not automatically renew. If a patron wishes to extend the borrowing period, they must request a renewal.
- **Interlibrary Loan materials:** Interlibrary loan items borrowed from other libraries may be borrowed for 14 days unless the Lending Library has specified otherwise.
- **Reference books:** Reference books are not available for loan.
- **Laptop computers:** A patron may bring a laptop computer for in-library use. All rules and regulations governing the use of public access computers apply to laptops. (See Internet Policy.)

Exceptions may be made to the above loan periods for specific purposes, with the approval of the Library Director.

SECTION 9: SPECIAL LOAN PERIODS

In order to satisfy the special needs of cardholders, items in the library collection occasionally may be loaned for special loan periods that differ from those specified above. Special loan periods may be granted by the Circulation Supervisor or, in his/her absence, by the staff member supervising the Circulation Desk at the time.

Abuse of this privilege will result in suspension of this privilege by written notification.

SECTION 10: OVERDUE MATERIALS

Library patrons are responsible for returning borrowed materials on or before the due date, as noted in or on the items borrowed. Returns may be made either in person or by using the book drops provided by the library.

It is the policy of the West Tisbury Public Library to notify cardholders regarding the overdue status of library materials in their care, as well as regarding overdue fines and/or replacement charges for non-returned items. The library staff will determine notification procedures and forms.

SECTION 11: OVERDUE FINES AND FINE MAXIMUMS

Overdue fines are \$1 per day for each DVD.

Fines, as assessed, are collected when the patron presents an overdue item to the staff at the Circulation Desk. Fines from materials dropped at the desk or in the book drop will be noted on the patron's record and will be collected at a later date.

Maximum fines per item are \$10 on most materials.

No overdue fine is to exceed the cost to replace the item involved.

No maximum overdue fine is established for individual library cards.

A West Tisbury Public Library cardholder will have his/her library borrowing privileges suspended whenever he/she owes ten dollars (\$10.00) or more in overdue fines/fees or has not returned an item over 30 days.

SECTION 12: DUE DATES TO AVOID CLOSED DAYS

Library materials will not be made due on a day on which the library is closed. Items will be due on the next library business day.

SECTION 13: RENEWALS

Renewals may be made in person, by email or by telephone.

Interlibrary loan items borrowed from other libraries for local cardholders may be renewed only if permission from the owning library is obtained by West Tisbury Public staff.

Overdue items may be renewed as long as the patron has not exceeded the maximum fine/fee limit. Renewal of overdue materials does not exempt the patron from payment of any associated fines or fees.

SECTION 14: RESERVES

If the item or items wanted by a patron are checked out, he/she may reserve it/them using the procedures and forms established by the library staff. Only items owned by the West Tisbury Public Library and out in circulation or otherwise not immediately available at the time of request may be reserved. No circulating item immediately available to the requesting cardholder may be placed on reserve, nor are items reserved for specific dates. A reserve will be satisfied at the time the requested item becomes available.

When they have been identified ahead of time, materials needed for class assignments may be placed on in-house reserve in the Reference Room or the Children's Room.

When a reserved item becomes available, the library staff will notify the requesting cardholder by phone and/or email. Reserved items of all types will be held aside for the requesting cardholder for 7 days following the day of notification. Any reserved item not called for within this period will be given to the next requesting cardholder or, lacking further reserves, shelved back into the collection.

No reserve requests will be honored while a person's borrowing privileges are suspended.

SECTION 15: REPLACEMENT COSTS

Library cards: Patrons who lose their library cards will be charged \$1.00 for a replacement. There is no charge for a new card when a patron changes his/her address or phone number. Also, there is no charge to replace a well-worn and well-used library card. At the discretion of the Director, card replacement fee may be waived.

Library Materials: Patrons who misplace or damage library materials in their care will be expected to pay the cost to replace those items. The replacement cost for a lost or damaged library material of any format will be *either* the original purchase price of the

item as recorded in library records, *or* the minimum replacement charge for that type of item, *whichever is higher*.

The minimum replacement charges for lost or damaged library materials are as follows:

Books:	
Adult/Teen Fiction:	\$25.00
Adult/Teen Nonfiction:	\$30.00
Adult/Teen Cataloged Trade Paperback (Fiction & Nonfiction):	\$10.00
Adult Reference:	\$75.00
Children's Fiction:	\$20.00
Children's Nonfiction	\$25.00
Children's Cataloged Trade Paperback (Fiction & Nonfiction):	\$10.00
Children's books with accompanying audiocassette:	\$25.00
Children's Reference:	\$30.00
Mass Market Paperbacks, All:	\$10.00
Magazines:	\$ 5.00
Videorecordings:	
DVD's:	\$25.00
Audio recordings	
Per tape or disk:	\$6.00
Equipment:	Replacement Cost

Miscellaneous fees: A standard replacement fee will be charged for miscellaneous items that are not returned or are returned damaged. The library will determine this fee. Any fines and/or other associated fees must also be paid.

Overdue fine charges will *not* be added to the cost of replacement once payment for a lost or damaged library material is made. However, the library reserves the right to pass on any service fees incurred in attempting to retrieve long overdue items.

A cardholder who pays the replacement cost for a library material lost while in his/her care will be given 90 days in which to locate and return the item to the library in good, usable condition. Within this time period, upon presentation of a payment receipt, the cardholder will be given a full refund of the replacement cost paid. There will be no refund of fines or other fees paid. If the library replaces an item before the 90-day refund period expires, no refund will be given.

SECTION 16: FINANCIALLY-RELATED BORROWER SUSPENSIONS

A West Tisbury Public Library cardholder will have his/her library borrowing privileges suspended whenever he/she owes ten dollars (\$10.00) or more in overdue fines/fees or has not returned an item over 30 days.

The Library Director may, at her/his discretion and on a case-by-case basis, reinstate a patron's borrowing privileges by raising the fine ceiling or by extending the overdue time limit.

SECTION 17: DISCRETION IN FINANCIAL TRANSACTIONS

The Library Director and Staff are empowered to reduce or cancel overdue fines and replacement costs, and other charges if circumstances seem to warrant.

SECTION 18: CLASSROOM COLLECTIONS

The public schools of West Tisbury, as well as those in surrounding towns, receive funds through their governing boards to develop school library collections that respond to the specific curriculum needs of their students and teachers. The items purchased for the collection of a public library are intended to be available for the benefit and enjoyment of all the citizens of West Tisbury. However, the library will make an effort to support the learning directed by the school.

It will be left to the discretion of the Children's Services Librarian to determine the maximum number of items from any given subject that may be borrowed. These items may be borrowed for up to 30 calendar days and may not be renewed. These loans will be subject to the same rules regarding overdue fines and replacement charges as those specified above.

SECTION 19: POLICY EFFECTIVE DATE, AMENDMENTS, AND REVISIONS

This policy is effective upon approval of the Library Board of Trustees. Amendments and/or revisions to this policy shall be made from time to time as circumstances warrant. The policy may then be amended or revised at the regular meeting of the Board, following the meeting at which the amendment and/or revision is proposed.

Adopted by vote of the Library Board of Trustees, 8/14/2008