

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

Patrons with valid CLAMS library cards in good standing are eligible to borrow materials from the library's collection.²

West Tisbury residents and Martha's Vineyard property owners may obtain a CLAMS library card for free. All residents of Massachusetts may also obtain a CLAMS library card for free.

Out of state residents may obtain a CLAMS 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 CLAMS library card for use. (See Policy on Library Cards and Borrower Registration.)

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.

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.

SECTION 7: OVERDUE FINES AND FINE MAXIMUMS

As a member of the CLAMS network, the West Tisbury Library follows the following approved loan periods and fines.

Standardized Loan Periods and Fines

| <i>Material type</i> | <i>Loan period</i> | <i>Fines</i> |
|-----------------------------|---------------------------|---------------------|
| New Fiction | 14 days | \$.10/day |
| New Non Fiction | 14 days | \$.10/day |
| Regular Fiction | 14 days | \$.10/day |
| Non Fiction | 14 days | \$.10/day |
| DVD and Blu-ray | 7 days | \$ 1.00/day |
| Audiobooks | 14 days | \$.10/day |
| Video Games | 14 days | \$.10/day |
| Magazines | 14 days | \$.10/day |

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

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

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

Maximum Fines

Except as otherwise stated herein, maximum fines are \$3.00 for books, and \$1.00 for children's material. Audiobooks are treated the same as books.

Max fine for periodicals: \$1.00

Max fine for DVDs/Videos: \$3.00

Other Material type **Loan period** **Fines**

ILL (Mediated InterLibrary Loans)

ILL variable* \$ 1.00/day
(no grace period, replacement costs \$75.00 with a \$5.00 processing fee)

*ILL renewals may be possible if requested before the due date.

Commonwealth Catalog - The Commonwealth Catalog (ComCat) allows CLAMS patrons to find items not available at a CLAMS library. It searches through millions of titles at participating libraries across Massachusetts.

ComCat 28 days** \$ 1.00/day
(no grace period, replacement costs \$75.00 with a \$5.00 processing fee)

**ComCat items may not be renewed.

ComCat items must be returned to the West Tisbury Library.

\$10.00 maximum fine for museum passes, ILL, and ComCat items.

SECTION 8: 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 Head of Circulation or, in his/her absence, by the staff member supervising the Circulation Desk at the time.

SECTION 9: OVERDUE MATERIALS

Library patrons are responsible for returning borrowed materials on or before the due date, as noted on receipt 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.

SECTION 10: REPLACEMENT COSTS

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* a replacement charge as determined by the Director.

SECTION 11: 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 12: RENEWALS

Patrons may renew library materials online, in person, by email or by telephone except as otherwise stated herein.

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

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.

SECTION 13: FINANCIALLY-RELATED BORROWER SUSPENSIONS

A West Tisbury Public Library cardholder will have his/her library borrowing privileges suspended whenever he/she owes twenty-five dollars (\$25.00) or more in overdue fines/fees or has a billed item.

SECTION 14: 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 15: 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 16: 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.