

At the Library Board of Trustee meeting on March 9, 2022, they unanimously voted in favor of raising the fine limit dollar amount from \$3 to the MVLC threshold, which at the time of vote was \$20. This is in the following sections below: Museum Passes and Delinquency Threshold.

At the Library Board of Trustee meeting on April 13, 2022, they unanimously voted in favor of the following alterations to remove key barriers to access; lowered card age limit to zero from 3 years of age, teachers may get MVLC cards and not local use only cards, borrowing limits were removed, museum pass overdue fines removed, replacement cards cumulative charge removed it will be \$1 each time, removed printing costs as was inaccurate, corrected overdue day threshold to be accurate number of days, and removed last clause titled "Long Overdue, Lost and Damaged Items" as information was inaccurate.

Amesbury Public Library Borrower Rights and Responsibilities

As part of the Merrimack Valley Library Consortium, some of the guidelines we follow are those set by the consortium. All residents of Massachusetts are entitled to borrowing privileges in any public library in the Commonwealth.

The Library Card

Cards are issued to individuals. A cardholder is responsible for all materials checked out on his/her card. No one but the cardholder may use the card without express permission of the cardholder and the library. To ensure that this policy is enforced fairly, the library requires all borrowers to have their library card or proof of address in their possession when checking out materials. For more information about access to patron accounts, please refer to the Library's Patron Privacy Policy.

Applying for an Amesbury library card:

To obtain a card, a patron must present verification of name and address, and complete a library card application. A library card is free to any applicant from zero years of age, who resides in Amesbury. Patrons younger than fourteen years of age must have a parent or legal guardian sign the application. We encourage parents to read our policy on the confidentiality of patron records before applying for a library card for their child. This policy is available on the library card application.

The Amesbury Public Library is a member of the Merrimack Valley Library Consortium (MVLC) network. Residents of other MVLC libraries must present a current, valid library card from their hometown library to borrow items from the Amesbury Public Library. If a patron has a library card from another network (i.e. Noble, Minuteman, CWMARS, etc.) the patron may present their card and identification to be entered into the MVLC system.

Applying for the card for non-residents of Amesbury:

The applicant must meet one of the following qualifications:

1. An out-of-state resident who owns property in Amesbury may have an MVLC card at no charge. The card will have a one-year expiration date and may be renewed. A current

property tax bill must be presented at the time of application and at the time of renewal.

2. An out-of-state resident who owns a business in Amesbury may have an MVLC card with a one-year expiration date. The card is renewable at that time. Proof of ownership would need to be presented at the time of application and at renewal.
3. A student of Amesbury High School who is a South Hampton, N.H. resident qualifies for a free library card available for the use of the student only. The card expires upon the graduation date of the student. This card gives the student access to all MVLC libraries and privileges.
4. Teachers in the Amesbury School Department who reside out-of-state a may have an MVLC card with a one-year expiration date. The card is renewable at that time. Proof of employment with the school district would need to be presented at the time of application and at renewal.
5. Due to the MVLC policy change, effective November 17, 2015, the Amesbury Public Library can no longer sell an Out of State network library card. Any patron holding an Out of State card issued before the policy change will be grandfathered into our Amesbury-only card program for a fee of \$75.00. The card may be renewed annually for the \$75.00 fee.

The Amesbury-only card is also offered to Residents of South Hampton, NH for the same \$75.00 fee that will be collected and renewed annually. The Amesbury only card program gives the card holder access to materials in the Amesbury Library only, the card holder will not be able to get materials through ILL from the Consortium and will not be able to check materials out from other MVLC libraries.

Per vote of the MVLC Executive Board, during any period when a library in MVLC or in another contiguous community is not certified due to closure or failure to meet state standards, the sale of new network cards to out of state residents will be suspended. If a patron purchased an MVLC card prior to the decertification of an area library, the card will remain valid and be eligible for renewal.

Institutional and Other Cards:

Nursing homes, businesses, daycare centers and schools located in Amesbury may apply for an institutional card. A signed letter from the Institution must be presented in order to obtain an institutional card. This card remains at the library so that all authorized personnel may have access to it. The list of authorized personnel shall be periodically updated. The same privileges apply to these cardholders as all other borrowers. The organization is responsible for lost or damaged materials and overdue fines.

Loan Periods

Books, compact discs, books on CD, Playways, CD-ROMs, and kits may be borrowed for 21 days. DVDs, periodicals, and video games maybe be borrowed for 7 days. Museum passes may be borrowed for one day. Some items do not circulate and are reserved for use in the library only.

Renewals

Library materials not in demand may be renewed. The Library reserves the right to recall them if necessary.

Some special collections (such as school summer reading list books, "Lucky Day Shelf" items, as examples) may be exempt from renewal.

Items may be renewed at the circulation desk, by telephone or online.

Borrowing limits

There are no limits to the number of items that a person can check out for most materials.

As dictated by the weight of school assignments, it may be necessary from time to time to limit the number of items on any one subject borrowed by a patron.

Fines and Fees

DVDs, video games, and museum passes are the only Amesbury items that generate overdue fines. Overdue DVDs and video games are fined at \$1 per day (with a \$5 maximum).

Full replacement costs are charged to patrons for lost or damaged materials.

Fines and other charges vary from library to library in our consortium. Fines and fees may be collected in any MVLC library.

Replacement cost for a lost library card is \$1.

Replacement of barcodes removed from items is \$1.

Museum Passes

Any patron with a valid MVLC card may borrow any museum pass.

Reservations for a pass may be made on the library website, in person or by telephone up to 21 days in advance. All fines and/or delinquencies in excess of the MVLC threshold must be cleared before reserving a pass. A family may borrow no more than one museum pass per day.

Requesting and Reserving Library Materials

Non-Amesbury items from elsewhere in the Merrimack Valley Library Consortium are available for request through the Online Catalog or with assistance from library staff. Requests for materials from beyond the MVLC system must be placed with the reference staff.

Patrons are notified by phone or email, depending upon their preference, upon receipt of requested materials. All materials must be picked up within 7 days. Items not picked up within 7 days of notification will be returned to the owning library.

Items borrowed from within our consortium generally follow our own lending time periods. Lending libraries outside of our own consortium determine their own due dates. Because processing and delivery time must be considered, due dates on these items may vary. Prompt return of materials to the Circulation desk is necessary in order to comply with the lending library's due date.

Renewals

In most circumstances it is possible to request an extension of the loan period for local materials. Provided that another patron is not waiting for the item, DVDs may be renewed one time and all other items may be renewed twice. Some special collections and out of consortium materials are the exception and are not always renewable. It is suggested that renewals be made before the due date.

Lost items

If materials are lost, costs will be assessed according to the regulation of the lending library.

Delinquency Thresholds

If a patron owes more than the MVLC threshold on their account as a result of fines, replacement charges, or other fees, borrowing privileges will be suspended until the charges are paid to be below the MVLC threshold. Borrowing privileges will also be suspended if a patron has more than 15 overdue items. Please be aware that other MVLC libraries may have varying thresholds for delinquency.

Patron Account Communication

A courtesy reminder email is sent to patrons three days *before* the due date. Overdue notices are sent 14 days after the due date. When an item is 49 days overdue, the item is assumed to be lost and a billing notice is sent.

For museum passes, staff will call the patron the first day the pass is late.