



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# CIRCULATION POLICY

## I. ISSUANCE OF LIBRARY CARDS

- In order to obtain a library card, patrons must provide a photo ID with current address. If address on photo ID is not current then patrons must provide proof of current address in addition to a photo ID.
- Persons under 18 years of age must have their application signed by parent or an adult acting 'in loco parentis' for the minor. The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.
- A library card may be issued to anyone (babies included) regardless of age.

## II. MEMBERSHIP TYPES

- **RESIDENTS:** Individuals who live in the Town of Winthrop are eligible for a library card for no fee.
- **NON-RESIDENT PROPERTY OWNERS OR RENTERS:** Property taxpayers or renters (and their families) who do not reside in the Town of Winthrop, but who own or rent property in the Town of Winthrop, are eligible for a library card for no fee. Families include persons living at the same address.
- **ORGANIZATIONS:** Businesses and nonprofits located in the Town of Winthrop are eligible for cards for no fee.
- **WINTHROP EMPLOYED:** Any W-2 employee of a business or nonprofit organization located in the Town of Winthrop are eligible for a library card for no fee.
- **K-12 STAFF:** All staff serving students in grades K-12 at Winthrop Public Schools are eligible for a "Winthrop Teacher Card" for no fee. This card entitles borrowers to a four-week lending period for locally owned items. Items borrowed from Minerva libraries must still follow the rules set forth by the lending library.
- **NON-RESIDENT CARDS:** Individuals who live outside the Town of Winthrop and do not meet one of the above categories may purchase a card at the following rates: \$40/year, \$25/6 months, and \$15/3 months.

*Procedures for proof of membership types are developed by the Adult Services staff and approved by the Director.*



### III. CONFIDENTIALITY OF LIBRARY RECORDS

- Absent a court order that personally identifies a library patron, library records may only be disclosed or released to the patron or to another person with the written consent of the patron or a person designated in writing by the patron. A patron may request information about his/her library card record over the telephone or through email. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with prior permission of that patron.
- A library record is not subject to disclosure under the Maine Freedom of Access Act.
- A patron's record is not to be used to determine residency for anyone else.
- Materials cannot be checked out to a patron without that patron's permission. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.
- Patrons may opt in to a checkout history service if Minerva allows.
- Cardholders may have their cards linked to other family members for purposes of picking up reserved items, paying fines, renewing items, or verifying items checked out.

### IV. CIRCULATION OF MATERIAL

The Library may provide materials in any format to meet its objectives. Materials are circulated to patrons who have been issued library cards. The patron's card must be current and have no delinquencies which would stop the checkout of library materials.

- Loan periods

Print material, DVDs, audio, video games	2 weeks
Specialty kits, equipment, snowshoes	1 week
Items borrowed via interlibrary loan system	3 weeks unless specified different by lending library
Museum and park passes	1 day

- Items on reserve may not be renewed.
- Non-circulating items: Reference items, reference copies, and any items marked non-circulating do not circulate.



- Renewals: Items requested or reserved by another member may not be renewed. Materials on loan through inter-library loan follow the rules set forth by the lending library. All other items may be renewed two times.
- Inter-library loan: Members are allowed up to fifteen (15) holds at one time through the Minerva system. No fees are assessed for this service. For items not available through the Minerva system, \$5 will be paid by the borrower to cover shipping.
- Library disclaimer of responsibility for damages: Borrowers take out materials at their own risk. The Library will not assume responsibility for damage.
- Lost/Missing/Damaged Materials: Members are responsible for replacement costs of missing and damaged materials. For items still in print and available for purchase, list price will be charged. Baker and Taylor or some other objective source will be consulted to determine cost. Library discounts are not applied to the value of library items, since processing materials and labor must be taken into consideration. For items not in print, reasonable replacement costs will be charged for similar materials. A suspension will be placed on a borrower's card for unpaid lost items.
- Refunds: If a member finds a missing item within thirty (30) days of paying for it, s/he may present the item, along with the receipt, for reimbursement. Refunds will not be issued outside of this thirty-day window.
- Replaced item: Once an item becomes sixty (60) days overdue, the librarian will make a decision on replacement of the item. Refunds will not be issued after an item is replaced even if the item is replaced with a different item. The reason for this is that the librarian may decide to order a more recent edition of a book, or another item which will be more current, useful or interesting to members than the exact item lost or destroyed.
- Overdue material: Borrowers will be notified of overdue materials in a timely manner. A bill for the lost materials will follow if the materials are not returned.
- Claims Returned: The Library allows the use of the "claims returned" function once per calendar year to clear disputed items from a patron's record. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found.
- Inter-library: The Library acts as an intermediary for borrowers in requesting the loan of materials from other libraries. These transactions are referred to as inter-library loans. All fines or fees charged by the lending library will be paid by the borrower. Additionally, \$5 for items not available through the Library's van delivery service will be paid by the borrower to cover shipping.

## V. FINES

- The library Director is authorized to develop operational procedures to encourage the timely return of materials on loan, and to ensure availability of materials to other patrons.
- ~~Overdue fines (with two day grace period): 2¢/day for children's items with 20 day cap; 5¢/day for adult items with 20 day cap; 50¢/day for DVDs, video games, and specialty kits with 5 day cap; \$5/day for State Park Passes with 20 day cap.~~

