

PATRON BORROWING POLICY / SUSPENSION OF PRIVILEGES

A. CATEGORIES OF PATRONS eligible for a library card and borrowing privileges

There are 7 categories of patrons

- 1) **Residents of Middleton** must present photo identification showing a Middleton address. If the photo id does not have the Middleton address, the person must also provide a utility bill, rental agreement or property tax bill proving residency in the town of Middleton.
- 2) **Massachusetts residents who live outside our consortium (MVLC)** must show both a photo id or license and a library card from the town they currently live in.
- 3) **Patrons who live within the MVLC consortium** must obtain cards in their hometown and bring their card with them to be registered in our database.
- 4) **Library cards for Middleton children ages 5 to 14** are only issued with the parent or legal guardian's written consent (signature on application) and proof of the parent's residence. (Middleton library card is fine.)
- 5) **Summer residents** should show a photo id or license and a tax bill or rental agreement. The patron record should show their primary address.
- 6) **Town employees** who are not residents may be issued a local use only card. They need to present photo identification with address, as well as proof of employment in the town of Middleton.
- 7) **Patrons with Temporary MVLC Cards** are patrons from other towns who have not yet applied for a library card in their hometown. The purpose of this card is customer service. Instead of sending someone back to their hometown library empty handed, we can give them 30 days to apply for a card. They must still show proof of address. This card expires in one month.

B. LOAN PERIODS

Most library items circulate for a period of 3 weeks, with one renewal. Items can be renewed online (through the MVLC patron account portal), by phone or in person if no one is waiting for the item.

Videos and magazines circulate for 1 week with one renewal.

Museum passes are due the day following their use unless they are disposable. Library staff members will inform the patron if the pass needs to be returned or not, and will provide a plastic case if the pass does need to be returned. There is a \$5 fine for passes not returned within 24 hours of their due date.

C. SUSPENSION OF PRIVILEGES

The Flint Public Library welcomes residents of all municipalities. It extends reciprocal borrowing privileges to residents of all communities meeting minimum standards for certified libraries, as established by the Massachusetts Board of Library Commissioners (MBLC) (MGL, Ch. 78, Sec. 19B) to "be open to residents of the Commonwealth...and lend books to other libraries in the Commonwealth and extend privileges to holders of library cards issued by other public libraries in the Commonwealth on a reciprocal basis."

Should any library not gain certification from or become decertified by the MBLC, the Flint Public Library will provide access to resources within the building but will not extend borrowing privileges to residents of the affected municipality, either directly or indirectly by inter-library loan. Such loans would strain the resources provided by the Town of Middleton for its own citizens while subsidizing a community unwilling or unable to support its local public library. Certified libraries are not required to loan materials to residents of communities with decertified libraries.

A copy of this policy will be forwarded to any affected library if the need arises. The Board of Library Trustees agrees that borrowing privileges will be reinstated when a library has been recertified by the MBLC.

Any public library that has received a waiver from the MBLC is considered certified. Residents of those communities will be allowed full borrowing privileges.

When a patron accrues fines of \$20 or more, borrowing privileges may be suspended until fines are paid or items are returned. Patrons will be charged for items which are lost or damaged. If "lost" items are returned the fines are automatically voided.

Reviewed: 11/13/95

Reviewed: 1/13/97

Amended: 11/18/02

Amended: 10/06/09

Amended: 10/19/15

Amended: 4/11/16