

Patron Registration and Borrowing Privileges Policy

A. REGISTRATION FOR MIDDLETON RESIDENTS:

1. **3-Year Card:** a physical library card that allows access to all library resources, including electronic resources (e.g., e-books, e-audiobooks, e-periodicals, streaming music and video, and databases), can be acquired in-person at Flint Public Library. Photo identification (ID) and/or proof of Middleton residency is required at time of registration.
2. **30-Day Card:** a physical card that expires in 30 days can be applied for over the phone by calling the Library (978-774-8132) or visiting the Library's website (www.flintlibrary.org). 30-day cards are mailed to patrons and provide access to all library resources. Photo ID and/or proof of Middleton residency must be presented at Flint Public Library within 30 days to convert the card into a 3-year card.
3. **Digital e-Card:** an electronic card that allows immediate access to electronic resources and allows patrons to request and borrow physical materials at Libraries in the Merrimack Valley Library Consortium (MVLC) can be acquired online at www.flintlibrary.org.

B. ELIGIBLE PATRONS:

1. **Residents of Middleton** must present photo ID showing a Middleton address. If the photo ID does not have a Middleton address, the person must provide a utility bill, rental agreement, or property tax bill showing residency in the town of Middleton.
2. **Middleton children ages 5 to 14** may receive library cards with the parent or legal guardian's signed consent and proof of Middleton residency.
3. **Massachusetts residents with an active library card outside MVLC** must present a photo ID and their library card in order to be entered into the MVLC system.
4. **Massachusetts residents without a library card** can obtain an MVLC card to gain borrowing privileges from all MVLC libraries, including Flint Public Library.
5. **Summer/temporary residents in Middleton** must show a photo ID with home address and a Middleton property tax bill or rental agreement for a local Middleton address.
6. **Town of Middleton employees** who do not live in Massachusetts may be issued a local-use-only card to borrow items from Flint Public Library. They must present a photo ID and proof of employment in the town of Middleton.

C. BORROWING PRIVILEGES

Most Library items circulate for a period of three weeks with one renewal if no patrons are waiting for the item.

Other items circulate for one week with one renewal if no patrons are waiting for the item.

If there are no holds/requests for an item, the item will renew automatically. Additional renewals may be completed online through the MVLC patron account portal or by speaking to Library staff via phone or in-person.

Museum passes are due the day following their use unless they are disposable. Library staff will inform the patron if the pass needs to be returned. There is a fine for passes not returned within 24 hours of their due date, per Policy #23.

If a patron accrues fines of \$20 or more and/or has 20 or more overdue items, borrowing privileges will be suspended until fines are paid and/or items are returned. Patrons will be charged for items that are lost or damaged. If lost items are returned in good condition, the replacement fees are automatically voided. Replacement copies for lost or damaged items may be accepted with the prior approval of the librarian in charge of maintaining the item's collection.

C. RESIDENTS OF CERTIFIED LIBRARIES

Flint Public Library welcomes residents of all municipalities and extends reciprocal borrowing privileges to residents of Massachusetts communities that meet standards for certified libraries, as established by the Massachusetts Board of Library Commissioners (MBLC) (MGL, Ch. 78, Sec. 19B). Middleton meets MBLC requirements 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.”

If a Library is not certified—or becomes decertified—by the MBLC, 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 interlibrary loan.

A copy of this policy will be forwarded to any affected Library if the need arises. The Flint Public Library Board of Trustees agrees that borrowing privileges will be instated when a Library is (re)certified 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.

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