

**TOPSFIELD TOWN LIBRARY  
CIRCULATION POLICY**

The Topsfield Town Library’s Circulation desk and the Children’s Room assist patrons with checking in and out library materials including holds. Renewals of material may be made in person, via the online catalog, or by phone.

**Library Cards**

Cards are issued to individuals who provide proof of Topsfield residency. Children, ages six (6) through 18, can be issued a card with a guardian and proof of residency. Proof of residency can be a current driver’s license, passport, bill, or rental agreement. Children, ages six (6) to twelve (12), can be issued a card in the Children’s Room.

A cardholder is responsible for all materials checked out on his/her card.

**Residents of other towns in Massachusetts** - Please go to your hometown for a library card. We can register your card in our system and it may then be used at all MVLC member libraries.

**Living out of State but working in Topsfield** – Local use only card can be issued. Please bring proof of Town of Topsfield employment and ID to the Circulation Desk for registration.

**Out-of-State resident** – Please bring your ID and the library can register you for a local use card.

**Borrowing Material and Limits**

Item	Loan Period	Renewal	Fines
New Fiction	3 weeks	2	No
New Non Fiction	3 weeks	2	No
Red Dot Collection (Best Sellers)	3 weeks	No renewal	No
Audio Books	3 weeks	2	No
DVDs	1 week	2	No
CD Music	3 weeks	2	No
Magazines	3 weeks	2	No
Museum Passes	1 day	No renewal	Must be a resident of Topsfield or a member of the Friends of the Topsfield Library
Reference	Non circulating		
Newspapers	Non circulating		

## **RENEWALS**

Library material, with no requests, can be renewed twice. Items are not renewable when there is a hold on the item for another patron. Renewal policies of other libraries may vary and Topsfield honors all other libraries policies. Exceptions must be discussed with a staff member.

Specially requested material item due dates must be adhered to. Borrowing privileges with colleges and special collection libraries are jeopardized if due dates are not honored. Patrons who do not return these materials on time may lose borrowing privileges. If a patron has any question about renewing items, contact the library circulation department for our assistance.

## **FINES**

The Topsfield Town Library does not charge fines for late items. However, Patrons should be aware that other MVLC libraries do and patrons may be subject to fines if material was checked out at another location. The Topsfield Town Library honors all other libraries policies.

## **OVERDUE NOTICES**

The Topsfield Town Library works with patrons to return books in a timely manner. Renewal of items prior to the items due date eliminates the generation of overdue notices. We encourage patrons with email addresses that are frequently used to set up accounts. Patrons then will receive all library notices via email.

**Emailed Courtesy Notice:** 3 days before due date

**Emailed First Notice:** 14 days after original due date

**Mailed Billing Notice:** 45 days after due date.

**Phone Call:** Staff may do follow-up calls to make every effort to communicate and resolve outstanding issues.

**Stop on Patron Card:** Comes after notices and phone calls have not received a response from patron.

**What does a stop mean:** A stop on the patrons record means that a Patron's borrowing privileges are suspended in all libraries in MVLC until proper resolution regarding outstanding library material.

**Lost/damaged items:** Payment for lost or damaged items must be collected before the patron's borrowing privileges are restored. Payment may be made at any MVLC library. If a lost Topsfield item is found after having made payment, money cannot be refunded, therefore the item becomes the patrons to keep.

**Claims returned:** Items that a patron feels he/she has returned but cannot be found by library staff can be changed to "claims returned status". The patron is not charged for these items, but they do remain on the patron's record in this status. Patrons should be mindful to how many Claims return items are on their record.

## **AGE RESTRICTION AND LIBRARY MATERIAL**

There are no content restrictions on borrowing. The Library will assist parents with identifying material content where possible. Movies and DVDs also have no restriction; G-rated movies are located in the Children's Room.

In addition, a computer use policy must be signed by a parent or legal guardian for minors up to age eighteen (18) prior to using the Internet.

## **MUSEUM PASSES**

Friends of the Topsfield Town Library run the museum pass program. Passes may be checked out to Topsfield residents or members of the Friends with their library cards. Friends membership forms are available at the Circulation Desk for out of town patrons interested in using these passes. One pass per day is available to reserve. Reservations for passes are necessary and can be made on line from the library's website, in person, or by calling the Library.

*Approved 2007*

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