

## **Borrowing Policy**

**Policy:** It is the policy of the Norfolk Public Library (NPL) to provide town residents and others who possess a valid SAILS borrowing card, the opportunity to borrow books, periodicals, videos, equipment, and other materials from its collection and those of other libraries available through the SAILS Enterprise Online Catalog and Commonwealth Catalog.

### **DEFINITIONS:**

*Equipment:* all items other than books, periodicals, optical media, passes, and bakeware available for loan from the Norfolk Public Library.

*SAILS:* a non-profit, private incorporation, funded by member libraries, government and state grants, and private grants that runs and supports the Enterprise Online Catalog and Circulation systems for libraries and branches throughout communities in Southeastern Massachusetts.

### **PROCEDURE:**

1. Individuals who wish to borrow materials from the NPL, through the SAILS system and the Commonwealth Catalogue, must possess a valid SAILS library card and have a SAILS account. All items must be checked out with a valid SAILS library card. Failure to check an item out may result in actions up to an including loss of library privileges. The Library Card Application can be found in Appendix IV.
2. Borrowers must present their own personal library card in order to borrow materials. An exception is made for borrowers who have forgotten their library card. In this case, item(s) may be borrowed upon presentation of a valid school or government-issued identification card. Should a borrower misplace their SAILS card, items placed on hold will be retained at the desk for 24 hours, after which items are returned to the collection or lending library.
3. The NPL creates two types of accounts: individual and institutional. Family members will be linked.
4. A person 15 years of age and under may obtain an individual account and card. The parent/guardian will need to complete an application (Appendix IV) on their behalf. This card is then linked to the parent/guardian account

and their sibling.

5. A person 16 years of age or older may obtain an individual account and card by completing an application (Appendix IV) that contains legal name, residential mailing address, and telephone number. They shall also provide a valid photo identification and proof of current street address. See Appendix III for list of acceptable forms of ID and proof of address. A parent/guardian can obtain a card for an individual by completing this process. This card is then linked to the person's parent/guardian and their siblings.
6. The prospective patron may apply for a library card in person at the NPL circulation Desk or fill out an online application by visiting: <https://sailsinc.org/my-account/quipuform-eng/> to gain access to electronic materials. E-cards expire after one year. An e-card may not be used for borrowing physical library items, Stuffbrary items, or museum passes. The prospective patron can come to NPL with a valid ID to obtain a permanent card. Minors without ID will need their parent or guardian to obtain their permanent card. Applicants whose addresses cannot be verified by the Quipu system will receive a card that is good for 3 weeks.
7. Individuals who reside in short/long term care facilities or custodial institutions, to include but not limited to group homes and correctional institutions, may not obtain an individual SAILS account and card. However these individuals may borrow materials using an institutional library card if the organization which is responsible for their care and custody has an institutional account.
8. A staff member of an organization that operates a residential facility may obtain an institutional account and card by completing an application and providing a document on organizational letterhead which is signed by its chief executive officer or designee as well as an organizational photo identification card. The staff member must complete this process in person at the NPL circulation desk.
9. A person's individual library card and account number is for the sole use of the person to whom it was issued and should not be shared with anyone else.
10. The NPL imposes no charges on patrons for the withdrawal of library books and other materials or for any other normal library services. However out-of-state residents shall be assessed an annual fee of \$75 to access and use the SAILS system.
11. Reserves are accepted for all circulating materials and the Stuffbrary collection except for Marquee Movies and e-games. Items must be picked up and returned at NPL and cannot be put in delivery. Some items are only able to be reserved by Norfolk patrons (board games, puzzles, and Vox books).
12. Books, music discs, audiobooks, and DVDs (with the exception of New DVDs and Marquee Movies), may be renewed once for an additional 2- or 4-week period for accounts in good standing unless the item is needed for reserve.

Other items cannot be renewed. Renewals may be made in person, by telephone, or via the Online Catalog. Overdue materials that have reached the maximum fine cannot be renewed. Items eligible for renewal are automatically renewed if no holds are pending.

13. The periods of time and conditions, if applicable, for and under which materials may be borrowed are listed in Appendix I.
14. It is the expectation of the NPL that materials that are borrowed shall be returned by the due date. Privileges for linked accounts may be suspended when any linked account is blocked due to unreturned items that are more than 30 days past due. New SAILS cards are not issued to additional family members until all accounts are cleared. Individuals or institutions who have charges of \$10 or more forfeit borrowing privileges until the past due account is settled or until satisfactory payment arrangements have been made. The extension of payment arrangements is at the sole discretion of the Library Director.
15. E-Reader devices, wireless hot spots, and items from the Stuffbrary collection can be reserved online for up to two weeks, cannot be renewed, and must be returned in-person to the Circulation Desk in order to protect them from damage. Wireless hot spots are loaned to Norfolk residents only. Patrons who return items via the drop slot shall be subject to a \$5 fine for each item and any additional cost that may be incurred due to damage to an item, up to and including replacement costs. If patrons from the same household have made reservations that are consecutive, the item must still be returned to the library for inspection by NPL staff. Any Stuffbrary items that are not picked up within 48 hours of the reservation start date will be released for another patron to check out. For example, if a Monday reservation is not picked up by close of business on Tuesday the item will be released. Data for wireless hot spots is turned off at the close of Library business on the scheduled day of return if the item is not returned to the NPL.
16. For those persons who borrow materials using an institutional library card, fines for overdue items will not be assessed against the institutional account. However, the organization whose card was used to borrow the materials shall be responsible for paying required charges for items that are lost or damaged.
17. Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the fitness for use or condition of equipment items. Borrowers are responsible to read and abide by all manufacturer's recommendations, warnings, and instructions for use.
18. Equipment must be returned to the Norfolk Public Library circulation desk, intact, clean, and in working order, along with all accessory items, parts, manuals, packaging and other materials provided when the item was borrowed.
19. Equipment returned inoperable, unclean, or missing parts or packaging, will be assessed fees as set forth in this policy. In case of damage or loss, borrowers agree to pay the reasonable repair or replacement cost of the item.

20. Borrowers of Stuffbrary equipment must be 18+ years old to make a reservation and sign a Liability Waiver. The Liability Waiver can be found in Appendix II.

**REFERENCE:** 605 CMR 4.00

**CANCELLATION:** This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

**APPLICABILITY:** This policy applies to all NPL trustees, staff members, and patrons.

## APPENDIX I

<b>Media</b>	<b>Duration</b>	<b>Media</b>	<b>Duration</b>
Books	4 weeks	New DVDs, Marquee Movies, holiday DVDs	3 days
New Books	2 weeks	DVDs, TV DVDs	2 weeks
Juvenile Holiday books	2 weeks	Juvenile Book CD Kits	4 weeks
Magazines	2 weeks	Vox Books	4 weeks
Music CDs	2 weeks	Museum passes	Variable
Audiobooks	4 weeks	Bakeware	Up to 2 weeks
Stuffbrary	Up to 2 weeks	Electronic Games	2 weeks
Games, puzzle	2 weeks	Decodables	2 weeks
Book Club Kits	6 weeks	Boredom Busters	2 weeks

### Loan Periods

### Hotspots and

#### Game Systems

- Borrower must be 18+ years of age. Checkout period is up to 2 weeks, limited to one per household
- No renewals or consecutive household reservations
- Must be picked up and returned at NPL. Reservations can be made through the NPL Stuffbrary website. Reservations are not valid until approved and confirmed by an NPL staff person.
- Borrowing is limited to Norfolk residents
- DO NOT return device in the Book Drop. There is a \$5 fine for devices returned in the book drop. If the unit is damaged a replacement fee will be charged.
- Due to high demand, patrons who fail to return a device on-time will be prohibited from checking out a device for a 30-day period. Patrons who fail to notify the library of a cancelled reservation on two occasions will have device reservation privileges revoked for not more than six months. These patrons and members of their household will, however, only be permitted to borrow a device based on walk-in availability.
- Data for hotspots will be shut off if not returned by close of Library business on due date.

#### Bakeware:

- Must be picked up and returned at NPL's circulation desk. Do not return in the Book Drop.
- Must be picked up at NPL's circulation desk.
- \$5 fine assessed if returned

#### Vox Books:

- Cannot be put in transit.
- Please make sure speaker is turned off.

**Games & Puzzles:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop.

**Boredom Busters:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop.

**Decodables:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop

Overdue Materials

Materials are expected to be returned on time. Three days before materials are due, SAILS sends a courtesy email advising materials will soon be due. The following table describes how overdue materials are managed:

<b>At this number of days past due...</b>	<b>This action occurs...</b>	<b>And...</b>
<b>1</b>	<b>A fine is assessed according to the schedule shown in the next section entitled “Fines and Charges”.</b>	<b>An additional fine is assessed for each day the material is overdue.</b>
<b>14</b>	<b>The SAILS system generates an overdue materials notice.</b>	<b>The patron is notified by email.</b>
<b>28</b>	<b>The SAILS system generates a second overdue materials notice.</b>	<b>The patron is notified by email.</b>
<b>30</b>	<b>Overdue items are assumed lost.</b>	<b>Patron is billed full replacement cost of the item(s) and processing fee of \$5.00 per item &amp; a letter is mailed to the address listed on account</b>

**Lost or Damaged Materials**

Assumed lost and lost items are charged to the patron account. The amount of charge is the full replacement cost of the item(s), and a processing fee of \$5.00 per item. When a claimed-lost item is not returned prior to expiration of a 30-day period, the patron is responsible to pay the full replacement cost and the accrued fine.

**Overdue Fines**

The following materials not returned by their due date accrue fines and fees according

to the following schedule:

Media	Charge per day	Maximum Fine
E-Reader devices	\$1.00	Cost of replacement
Museum Passes	\$5.00	\$15.00
Wireless Hot Spot and game systems	\$10.00	Cost of replacement
Bakeware	No fine	\$5.00 (if returned dirty)
Stuffbrary	\$5.00	Cost of replacement
Electronic Games	\$2.00	\$20.00
Marquee Movies	\$2.00	\$10.00
Boredom Busters	\$5.00	Cost of replacement

### Limits

Number	Item	Exceptions
100	Items	Visitor accounts
5	Visitor accounts	
1	E-Reader device	
1 per household	Wireless Hot Spot and game systems	
3	Electronic games	

- Reservations are not valid until approved and confirmed by an NPL staff person.
- If patrons from the same household have made consecutive reservations, the item must still be returned to the library for inspection by NPL staff.
- Must be picked up and returned to NPL's Circulation Desk. Do not return in the Book Drop.

**Vox Books:**

- Cannot be put in transit.
- Please make sure speaker is turned off.

**Games & Puzzles:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop.

**Boredom Busters:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop.

**Decodables:**

- Must be picked up and returned to NPL’s Circulation Desk. Do not return in the Book Drop

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**Overdue Fines**

The following materials not returned by their due date accrue fines and fees according to

the following schedule:

<b>Media</b>	<b>Charge per day</b>	<b>Maximum Fine</b>
DVDs*	No fine	Cost of replacement
E-Reader devices	\$1.00	\$10.00
Museum Passes	\$5.00	\$15.00
Wireless Hot Spot	\$10.00	Cost of replacement
Bakeware	No fine	\$5.00 (if returned dirty)
Stuffbrary	\$5.00	Cost of replacement
Electronic Games	\$2.00	\$20.00
Marquee Movies	\$2.00	\$10.00
Boredom Busters	\$5.00	Cost of replacement

\*No fines on juvenile DVDs

### **Limits**

<b>Number</b>	<b>Item</b>	<b>Exceptions</b>
100	Items	Visitor accounts
5	Visitor accounts	
1	E-Reader device	
1 per household	Wireless Hot Spot	
3	Electronic games	

APPENDIX II  
**Stuffbrary Liability Waiver**  
**Must be 18+**

In consideration of my or my child's use of the equipment lent by the Norfolk Public Library through its Equipment Borrowing Program, I hereby voluntarily release, discharge, waive and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, the Norfolk Public Library, and its employees, officers, agents and assigns, the Board of Library Trustees, and the Town of Norfolk and its employees, officers, agents and assigns, from any loss, damage or injury to persons or property arising from the equipment, whether arising through the Library's negligence or imposed by law. In no event shall the Library be liable to me for indirect, consequential or special damages, including without limitation, lost use, revenue or profits.

I agree to indemnify and hold the Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorney's fees, for all injuries or death or any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use and return of the equipment.

No warranties, expressed or implied, including without limitation suitability, durability, fitness for a particular purpose, condition, or quality have been made by the Library, directly or indirectly in connection with the equipment. I am borrowing the equipment "as is". I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and proper manner, and to comply with all manufacturer recommendations, applicable laws and regulations.

I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that use of the equipment may involve risk of serious injury, including permanent disability and death. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

I have read this Liability Waiver and have signed it voluntarily. I understand that I am giving up substantial rights by signing it.

I have read this entire document, and my signature below indicates my agreement with the above statements.

Due date of item(s): \_\_\_\_\_

Patron Signature \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Printed name: \_\_\_\_\_

Equipment to be borrowed:

\_\_\_\_\_

Library employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

One copy to borrower. One copy to be retained by the library.

## Appendix III

### **Proof of Address & Valid ID**

Every patron requesting a library card must present the following:

- Current, valid Massachusetts Driver's license/permit or Massachusetts State Identification Card with current address pre-printed on card. No photocopies or images will be accepted.

OR

- One document from Section 1 AND one document from Section 2 below.

#### **Section 1** Proof of identification – current or expired (i.e. driver's license, passport, school ID)

- Passport
- Alien Resident Card
- Government issued photo IDs
- State issued photo ID
- University or school photo ID (Must also include documentation with date of birth i.e. birth certificate, school transcript, etc.)

#### **Section 2** Proof of current local address\* (must include applicant's name)

- Utility bill or tax bill (dated within the last 60 days), an eBill can also be accepted
- Imprinted bank check or deposit slip
- Official school schedule with applicant's name and address typed on it
- Official letter verifying residency and mailing address dated within last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence
- Proof of employment in Massachusetts with applicant's name and address typed on it

\*a Post Office Box or business address is not sufficient – a current residential address is required.

APPENDIX IV  
**Norfolk Public Library**  
**Library Card Application**

*Please Print*

First Name: (Full Legal Name)	Middle Name: (Required)	Last Name:
Mailing Address:		Apt/Space/Unit No.
City:	State:	Zip Code:
Telephone ( <i>indicate type</i> ):		<i>Home/landline      Cell</i>
E-Mail Address:		Birth Date: (Month/Day/Year)
<p><i>Would you like us to keep a history of the items you have checked out with your card?    Yes    No</i></p> <p><i>How you would like to be contacted for available holds and overdue notices? (check only <b>one</b>)</i></p> <p><input type="checkbox"/> Phone call</p> <p><input type="checkbox"/> Email (<i>email only: would you like titles included with notifications?    Yes    No</i>)</p> <p><input type="checkbox"/> Text (SMS)</p>		
<b>If Applicant is UNDER 18: please include Parent or Guardian Information</b>		
First Name:	Middle Name: (Required)	Last Name:
Address: (If different from applicant)		Apt/Space/Unit No.
City:	State:	Zip Code:
<p><b>Acceptance of Responsibility</b></p> <ul style="list-style-type: none"> <li>• <b>I will be financially responsible for all materials borrowed and any fines accrued on this card.</b></li> <li>• <b>I will report a lost card or any change in address immediately.</b></li> <li>• <b>I release the library from any liability for damages occurring from any materials borrowed.</b></li> <li>• <b>Parents are solely responsible for their child's use of library materials and use of public internet computers. This application permits use of the public internet computers.</b></li> </ul>		
<b>Signature of APPLICANT:</b>		
<b>Signature of PARENT/GUARDIAN:</b>		

Barcode _____	Staff Initials _____
Confirm spelling & <u>print</u> email here _____	

