

GREAT BARRINGTON BORROWING POLICY AND PROCEDURES

The Great Barrington Libraries are the public libraries for the Town of Great Barrington and Village of Housatonic. We invite the public to use and borrow our materials and we freely lend our books, DVDs and audiobooks to other Certified Libraries in Massachusetts. All holders of C/W MARS public library cards are allowed to borrow material from the library.

Persons not residing in Massachusetts may, for a fee, apply for a library card at the Great Barrington Libraries. The Library Trustees reserve the right, on a case-by-case basis, to deny borrowing privileges to residents of Decertified communities.

Residents of Massachusetts

Any resident of Massachusetts is entitled to a library card from any library in the state. Residents who do not have a library card with a public library belonging to CW/MARS and/or those who have an academic library card may apply for a Great Barrington Library card provided they are in good standing and provide picture ID and a separate proof of residence.

1. *Identification:* Photo identification is needed along with proof of residence. Photo ID can be a driver's license, passport or State ID. Proof of residence can be a current check or bank book, voter registration card, current utility bill or a piece of postmarked local mail.

2. *Identification of Minors:* Children or young adults with no identification may use their parents' identification. Children must be at least 5 years old to receive their own library card.

3. *Addresses:* Where a street address and mailing address are different, both should be entered on the borrower's record, with the mailing address listed as the primary entry.

4. If the patron indicates the identification process presents a hardship (i.e., participants in the state's Address Confidentiality Program), the library employee will attempt to make a reasonable accommodation.

If a patron has a card at another certified, public C/WMARS library, s/he does not need a Great Barrington card to borrow materials.

If the patron has overdue or lost books or fines at a C/W MARS library, the patron will be asked to pay the fines or return outstanding books to the other C/W MARS library before being issued a Great Barrington library card.

Exempted Non-Residents of Massachusetts

Borrowers not residing in Massachusetts must pay a non-resident fee to borrow materials from Great Barrington Libraries unless they can provide documentation demonstrating they:

- Own a vacation home or property in Massachusetts
- Rent lodging in Massachusetts for at least thirty days

- Reside in Massachusetts while attending school, a training program or summer camp lasting at least thirty days
- Work in Great Barrington

Verification of Exemption: Documentation may include all those listed for identification above, as well as lease or rental agreements, land deeds, school identification cards, official notice from their school, camp director or employer on letterhead stationery, or other similar means of documenting a temporary residence.

Permanent Address: Applicants must show identification with their permanent out-of-state address along with the documentation of their current temporary status.

Non-Residents of Massachusetts

Non-Resident Fee: Borrowers not residing in Massachusetts who cannot provide the documentation detailed above that would exempt them from non-resident fees are considered OUT-OF-STATE BORROWERS and must pay the fee of \$25.00 per year (a twelve month period) for the privilege of checking materials out of the Great Barrington Libraries. An out-of-state borrower's card may be used by other members of the same family (see section "Borrowing Restrictions – Use of Another Borrower's Card" below). Each additional card issued will cost \$25.00 per year.

Borrowers' Responsibility

Borrowers are responsible for all items borrowed on their cards, including the fines charged for overdue materials and replacement costs for items lost or damaged.

Borrowers are responsible for keeping their registration current. Any borrower who has mail returned to the library as undeliverable, has a phone number that is not current, or has an email address that is "not deliverable," may be blocked from the use of library services until the registration is updated. Identification may be required at the discretion of library staff.

Anyone, of any age, who is eligible for a library card may use any materials in the Great Barrington Libraries and shall not have that privilege limited by any staff person. Parents who wish to deny their children access to certain materials must take the responsibility themselves. Parents are responsible for any fees or replacement costs incurred by children under the age of 18.

Confidentiality of Borrowing Records

In accordance with [Chapter 78, Section 7 of Massachusetts General Laws](#), the borrowing records of individual patrons concerning type of material and/or specific titles borrowed and other records identifying the name of library users is considered confidential by the Great Barrington Libraries. Only the Director may authorize the dissemination of this information to a third party. This will be done only when required by law.

Records of Minors: Information about materials borrowed by minors may be granted to the legal guardians once those items have achieved a status of overdue.

General Loan Periods

Most library materials, including new fiction and non-fiction, are loaned for a period of three weeks. Magazines and DVDs are loaned for one week. Materials may be renewed (online, by phone or in person) for one additional loan period.

Book Returns: Books may be returned at any time in the book drops outside the building, however audio-visual materials and kits that are fragile should be returned to the library's circulation desks to prevent damage.

Borrowing Restrictions

Items Checked Out: There is a 50 item limit that a borrower may take from the Great Barrington Libraries at any given time. Borrowers may take out six audio books at a time and four DVDs at a time. There may be limits on additional materials to assure that there is sufficient information or materials available in a given format.

Blocks: A patron will be denied borrowing privileges, or blocked, if the account has overdue fines, billed items that have not been returned, or charges for damage to library materials in excess of \$10.00.

Use of Another Borrower's Card

Great Barrington Libraries discourages the sharing of library cards between family members and friends. The person whose name is on the card remains responsible for the safe return of all materials. Great Barrington Libraries may request positive identification from any person checking materials out.

A loan may be denied if the patron attempting to check items out is not the same person as indicated on the borrower card presented and has outstanding debt or blocks that would have prevented the loan on the patron's own card. For example, if a mother's card is blocked she may be denied borrowing privileges on her children's cards until her outstanding debt is settled. Every effort will be made not to penalize a child for a parent's delinquency.

Extended Loan Periods for People with Disabilities

As part of the effort to assure equal access to the information, steps are taken by the Great Barrington Libraries to provide for reasonable accommodations to people with disabilities.

Certified Disabled: To be eligible for an exception to the library's Borrowing Policy & Procedures, the borrower must be able to provide certification of disability from a qualified health care or education professional (depending upon the disability), with appropriate justification from the borrower as to why the disability warrants the exception. Such justification should be directly related to the borrower's ability to process the material (i.e. dyslexia or other learning disability) and should stipulate whether this is a one-time or ongoing request. Age alone does not qualify as a certifiable disability eligible for exception under this policy.

First-time requests by certified disabled borrowers to negotiate exceptions to the library's Borrowing Policy & Procedures must be done in person at the library.

Exceptions: Exceptions may be authorized by the Assistant Director or Children's Librarian at the time the request is made if the request requires an immediate response, otherwise the request should be deferred for the Director. Only the Director and Assistant Director are authorized to negotiate open-ended arrangements. Such arrangements should be abstracted by library staff in a patron note on the C/W MARS system to alert staff at subsequent transactions.

Limitations:

- *Reserve Books:* Items on reserve for others will not be granted extended loan periods regardless of the extenuating circumstances of the certified disabled requesting borrower.
- *Interlibrary Loaned Materials:* Materials owned by other libraries will not be granted extended loan periods regardless of the extenuating circumstances of the requesting borrower because those lending periods are established by the lending libraries.
- *One Extended Loan Limit:* Items granted extended loan under these guidelines will be limited to one extension period only. Requests for additional time on items will be denied.
- *Total Item Limits:* Persons requesting items be granted extended loan periods under these guidelines will be limited to six (6) items in circulation at a given time.

Obtaining Available Materials

Holds: Most items in circulation owned by the Great Barrington Libraries or other Massachusetts public libraries in the C/W MARS or Virtual Catalog systems may be reserved or placed on hold. There is a limit of twenty holds per library card.

Interlibrary Loan: Materials not owned by the Great Barrington Libraries or other libraries in the Massachusetts library network may often be borrowed or photocopied from the collection of another library. These loan requests may have fees involved depending on the distance the item has to travel.

Request for Purchase: Great Barrington Libraries welcomes suggestions for purchase of materials not in the collection.