

# Circulation Policy

## Getting a Library Card

Patron registration must be done in person at the Thomas Memorial Library (TML), unless extraordinary circumstances prevent the patron from performing registration in person.

Library cards are issued to those aged 5 and older.

For registration of children aged 17 and younger, we require a signature of a parent or legal guardian. With this signature the parent or legal guardian agrees to the responsibility of all fines and replacement costs. Parents should understand that while their signatures do not compromise the TML's policy on confidentiality, they remain financially responsible for all damages or losses incurred by the minor.

At age 18, patrons are eligible for an adult registration. Adult registration conveys that the card holder is responsible for that card and any replacement costs for any materials that become associated with it.

Upon applying for a library card, all cardholders must sign the following statement:

I agree:

- To observe all rules and policies of TML.
- To be responsible for all materials borrowed with my card, and to pay all fines and fees associated with its use.
- To report the loss, theft, or abuse of my card immediately. I understand that I am responsible for any items checked out on my card prior to it being reported lost.
- To report changes in my account information in a timely manner.
- That the library shall assume that any person presenting my library card is authorized to use it, unless I have reported the card lost or stolen.

## Cape Elizabeth Residents

A Cape Elizabeth resident is eligible for a library card, at no cost, by providing proper identification authenticating Cape Elizabeth residency.

Proper identification:

Valid photo identification showing current Cape Elizabeth residency issued by the State of Maine or the Cape Elizabeth School District (for those students in Kindergarten or higher)

OR

A state or federal issued photo identification plus any of the following to show current Cape Elizabeth residency:

- Utility bill dated within the past 60 days
- Cape Elizabeth issued tax bill/tax receipt dated within the past 180 days
- Current lease, mortgage papers, or rent receipts that officially state the property address
- Current vehicle registration, in the name of the applicant, showing a current Cape Elizabeth address

### **Non-Residents**

TML offers the following options for non-resident users:

Free Library Card:

A free library card may be issued to the following non-residents:

- An employee of the Town of Cape Elizabeth, including the Cape Elizabeth School Department, with a valid Town or School issued identification card
- A non-resident Cape Elizabeth taxpayer with a valid tax receipt for authentication (i.e. property holders and/or business proprietors).
- A non-resident student enrolled at a public or private school in Cape Elizabeth. A signed note from a school administrator or current student identification card is required.

Non-Resident Fee for Library Card:

Non-residents who do not meet the criteria for a free card may obtain a Thomas Memorial Library card at a cost of \$75.00 for one year. This nonrefundable annual membership fee is equal to the current per capita cost per resident as set by the Town Council, currently \$75.00.

Temporary summer residents may pay a non-refundable quarterly fee equal to 25% of the regular nonresident fee (\$18.75), plus a refundable \$50.00 deposit.

The Library Director reserves the right to waive a non-resident fee.

Non-residents with a current library card in good standing from a library participating in a reciprocal borrowing agreement with TML can access all of the services made available to them under that agreement without paying a non-resident fee. If a patron wishes to have all privileges and services provided by TML, they may elect to purchase a non-resident card.

### **Using Your Library Card**

Upon registration, patrons are given a plastic library card with three individual cards that serves as their key to all library services.

Adult patrons must present a library card or photo ID to proceed with all circulation transactions. Children must present a library card or one of the ID documents specified above.

TML will assume that any person presenting a library card is authorized to use it, unless that card has been reported lost or stolen. Proper ID will be required in order to replace a card that has been reported lost or stolen.

Patrons using a TML card at another library participating in a reciprocal borrowing agreement may encounter additional policies from either the borrowing agreement or the participating library.

### **Materials Borrowing Limits**

No limits will be placed on the number of items that may be borrowed at one time.

### **Borrowing Period**

#### Four Week Period:

MaineCat Items

#### Three Week Period:

TML Books, Audiobooks, Videogames, DVDs (with more than five hour run time)

Minerva Books, Audiobooks, Videogames, DVDs, Music CDs

#### One Week Period:

TML DVDs (less than five hour run time), Periodicals, Music CDs, Board Games

Items borrowed from other libraries (including Minerva and MaineCat) may have different loan periods than above.

### **Renewals**

Renewals may be made by phone, or in person during regular Library hours, or online anytime. Items which have a “hold” on them may not be renewed. All circulating material may be renewed once. Books and audiobooks may be renewed for one two-week period. DVDs, music CD, and magazines may be renewed for one, one-week period. Items borrowed from another library may have additional renewal restrictions.

### **Overdues**

While the Thomas Memorial Library does not collect overdue fines, there is still an expectation that patrons will return materials on time.

The following steps will be taken in the event an item(s) is overdue:

- For patrons who have registered an email address with their account, the library will automatically send an “items due soon” reminder two days prior to an item coming due.

- Users with email accounts are contacted via email when materials are 7 days overdue.
- Another overdue notice is emailed - or patrons are contacted by phone - when materials are 14 days overdue.
- A bill is created when item(s) are 21 days overdue and will state the replacement cost of the item(s) that have not been returned. Borrowing privileges will be suspended until the item(s) are returned or paid for.
- If a billed item is not returned within 45 days of its original due date, the item will be withdrawn and replaced by the library. At this point all associated replacement costs on the patron's record will become non-refundable.

### **Lost and Damaged Materials**

When a patron damages material beyond repair, loses material, or does not return material, he or she must pay to replace the item(s). Failure to pay for lost or damaged materials will result in the suspension of library privileges. Delinquent borrowers may not borrow, renew, or reserve items or request interlibrary loans until materials are either returned or compensation for the materials is made.

#### For items owned by TML:

The Library reserves the right to purchase items in editions specific for library use. The charge will be the retail price of the material. The patron may keep the damaged material once it is paid for. As funds for lost items are immediately allocated for replacements to the collection, the library cannot refund monies paid for items found at a later date. If no price is recorded for an item, staff will consult a reliable Internet source for the most current price.

#### For items owned by other libraries:

The lending library has sole discretion to determine if an item needs to be replaced and to assess a replacement cost for the item. If the lending library is a member of the Minerva Consortia, then Minerva rules and best practices will be followed. All such items must be paid for by a check made out to the lending library and given to the Thomas Memorial Library.

### **Reserves and Interlibrary Loan**

Patrons in good standing may reserve TML materials that are not immediately available or request items from other libraries. Reserves for TML materials, along with requests for items from a Minerva or MaineCat library may be done in person at the library, over the phone, or online using the library catalog. Requests for items not in Minerva or MaineCat must be done in person at the library. As soon as an item is available, the patron will be notified. Requested materials will be held no more than one (1) week. Failure to pick up an item or to respond to the notification will result in the patron being removed from the reserve list for that item. Patrons may initiate a request for the item again. There is a limit of fifteen (15) items that may be reserved/requested at one time.