



## HOPKINTON PUBLIC LIBRARY

### **Circulation Policy**

Any resident of Massachusetts, or anyone who works or owns property in the state that can provide proper identification and proof of address, is eligible for a CWMARS library card. A child over the age of five may receive a card with a parent or guardian's signature and proof of address. Children whose parents or guardians have registered to participate in the library's *100 Books Before Kindergarten* program are eligible for a library card before the age of five.

For your privacy and security reasons, when visiting the Library, patrons are encouraged to bring their Library Card to borrow library materials. Items may alternatively be borrowed with a valid photo ID, confirmation of multiple account details, or by using the CWMARS app.

Our eContent may be accessed with our eCard. An eCard is a CWMARS library card that you can register for online to access electronic materials, such as ebooks, audiobooks, magazines, and databases. The eCard is for patrons who do not already have a CWMARS library card and may be upgraded to a physical library card with borrowing privileges by visiting your local library. You are eligible to apply for a CWMARS eCard, if you...

- live in a Massachusetts town with a CWMARS member library,
- are age 13 or older,
- and do not currently have a library card from a CWMARS member library.

From time to time, it might be convenient to pick up materials on hold for another family member. In order to pick up materials for a family member, the patron must request a proxy designation in-person or by phone, and staff must note this designation in the patron's account. A proxy may pick up items on reserve for the patron by providing the patron's Library Card, a copy of the library card, the barcode available on the CW Mars phone app, or verbally confirming two pieces of account information.

Any CWMARS card holder whose account is in good standing may borrow library materials. Patrons who owe \$10.00 or more in replacement costs or fees will have their borrowing privileges suspended until any overdue items are returned or payment is made. Materials borrowed from other libraries may be subject to different charges.

Library cards expire every two years to allow the Library to verify contact information. The Library does not charge overdue fines, however, if an item is damaged or lost, the patron is responsible for the cost of the item. Patrons may still accrue fines from items owned by other libraries. Fees can be paid at the Library (cash or check) or using your CWMARS account (credit or debit). The library does not issue a refund for an item located after the replacement cost has been paid. If the lost or damaged item is owned by a different library, the patron is responsible for contacting the owning library directly to handle any issues.

### **Due Dates**

All books, books on CD, Playaway devices, and music CDs have a six week loan period. This period includes an initial three week loan, with a three week automatic renewal. DVDs and magazines circulate for a total of two weeks: an initial one week loan, with a one week automatic renewal. If a patron needs the materials for longer than the loan period, they may contact the circulation desk for an additional renewal which may be granted depending on demand for the item. This second renewal is not guaranteed. If another library owns an item, a patron must contact the owning library for additional renewals past the six week loan period.

### **Replacement Costs**

Patrons are responsible for lost or damaged items. Librarians will determine if an item has been damaged to the point that it can no longer circulate, and the patron will be charged to replace the item. When an item has been checked out for over two months, the patron will be assessed a "replacement fee," as the item is assumed to be lost. Patrons will be charged the full cost to replace the lost or damaged item. This cost is determined by the item's Manufacturer's Suggested Retail Price (MSRP). ***The library does not accept replacement copies or items.***

If a patron returns a “lost” item before they have paid the replacement cost,, the billed amount will be removed from the patron’s account. ***The Library regrets that it cannot return replacement costs once they have been processed.***

## **Museum Passes**

Museum Passes are available to CWMARS cardholders only.

- One (1) pass per day per household (not library card).
- Two (2) passes per week per household.

Southwick and Capron Zoo are limited to one (1) pass per month per household. Passes may be picked up one (1) day before use. Library passes are very popular and we have created these limits to enable the greatest number of residents the opportunity to use them. If reservations per household exceed these amounts, library staff reserves the right to contact the patron for cancellation of exceeded reservations. Reservations may not be accepted for the following reasons:

- Patron under 18 years of age.
- Patron has \$10 or more in accumulated fines or lost items on their account.
- It is more than 14 days before the reservation date.
- Patron has 2 "no shows" for reserved passes within the previous 30 days.
- Patron has an overdue pass.

## Pass return policy and fines

Returnable passes must be returned to the Hopkinton Public Library on the same day they have been used. Passes may be returned in the drop box if the library is closed.

LATE FEE: \$1.00 PER DAY PER PASS MAY BE ASSESSED.

Lost passes may result in a replacement fee equal to the amount of the pass.

## **Library of Things**

HPL offers a Library of Things (LoT): a collection of items that expands the boundaries of traditional library materials. The LoT represents a variety of types of items, and is designed to help HPL patrons achieve their personal, professional, and recreational goals.

LoT circulating items may be reviewed and placed on hold via the Hopkinton Public Library website, or via a public display in the Library. Patrons may also borrow items on a walk-in basis as long as there is no conflicting reservation. Items may be borrowed by patrons with a CWMARS library card in good standing. Some items may have age restrictions.

Pick up and check out will be available at the Hopkinton Public Library only, at designated locations.

The checkout period for LoT circulating items will be two weeks with no renewals. Checkout frequency is limited to three items at one time in order to give the greatest number of residents the opportunity to use the items. If checkouts per household exceed these amounts (or will exceed these amounts if there is an existing future reservation), HPL staff reserve the right to refuse additional checkouts.

The entire Library of Things Policy can be referenced on our website at <http://www.hopkintonlibrary.org>

### **Decertified Libraries**

Library services are enhanced by the cooperative effort of libraries willing to share their resources. Libraries that are unable to meet the minimum standards for library services are disproportionately relying on the services provided by other libraries in the Commonwealth.

The measure of whether or not a library maintains minimum standards is its participation in the certification and state aid program administered by the Massachusetts Board of Library Commissioners (MBLC). A library that is not a participant in the state aid program – certified either by compliance with requirements or by waiver – cannot demonstrate that it is able to reciprocate in resource sharing arrangements.

As a participant in the State Aid to Public Libraries Program administered by the Massachusetts Board of Library Commissioners, the Hopkinton Public Library must comply with requirements regarding use of its collection that are specified in Massachusetts General Laws, Chapter 78, Section 19A and 19B and further defined in the Code of Massachusetts Regulations (605 CMR 4.00). The Hopkinton Public Library shares its resources with Massachusetts public libraries and the residents of Massachusetts communities whose libraries have been certified by the Massachusetts Board of Library Commissioners.

In the interest of protecting the resources purchased by the Hopkinton taxpayers, and as an incentive to nearby libraries to fairly and appropriately fund their own libraries, the Hopkinton Public Library regrettably declines to extend borrowing privileges and services to residents of Massachusetts communities that do not have certified libraries. This includes the lending of materials, museum passes, and the extension of services.

The Hopkinton Public Library Board of Trustees will provide immediate reinstatement of borrowing and interlibrary loan privileges to all affected borrowers once a library is recertified.

*Adopted by the Hopkinton Public Library Board of Library Trustees on April 24, 2023*