

CIRCULATION POLICY

LIBRARY CARDS

To obtain a library card from the Walpole Public Library, please bring a photo ID (preferably a driver's license) with your current street address on it. If the identification has an old address on it, a current piece of mail with the present address must also be provided.

There is no age limit to get a library card, however, parents must register their children and will be completely accountable for material(s) borrowed by them.

Please remember:

- You are responsible for all materials borrowed on your card even if you loaned it to another person.
- Notify the library immediately if your card is lost.
- Let us know of any change in your name, address, phone, or email.
- We recommend that each family member have and use their own card.
- Please be aware that policies on borrowing may differ from library to library even among OCLN members.

RULES OF LOAN

- OCLN network policy requires that users must have a library card in hand to check out materials. However, borrowers who have forgotten their library cards may check out items by showing photo identification (state I.D., student I.D., etc.).
- Borrowing privileges may be suspended at all OCLN libraries if overdue material fines and lost material fees are not paid.
- Museum passes are available for Walpole residents with valid library cards.

LOAN PERIODS AND LATE FEES

Other member libraries in the Old Colony Library Network may have different loan periods, overdue fines and renewal policies. Please keep this in mind when borrowing items from other libraries. Non-OCLN materials borrowed via the Virtual Catalog have a loan period of 28 days with no renewals. Materials borrowed via Interlibrary Loan have a loan period of 14 days with no automatic renewals.

Patrons with fines of \$5.00 or more, or lost or overdue materials must clear their records before borrowing more materials.

Material	Loan Period
Fiction, Nonfiction & New Nonfiction	28 days
New Fiction, Reserve Books & Children's books	14 days
Magazines, Music CDs, Books on CD	14 days
DVDs	7 days

RENEWAL POLICY

Library materials can be renewed twice, except for items with holds on them or Interlibrary Loans (ILLs). Items borrowed from another OCLN member library may have different renewal restrictions.

LOST MATERIAL

You will be assessed the replacement cost of material permanently lost or destroyed. The library does not issue refunds for lost items that have been paid for. The library does not accept replacement copies of lost items.

LOST LIBRARY CARDS

You are responsible for all materials taken out on your card until the date it is reported lost. Please report your lost card immediately so that it can be cancelled. There is no charge for a replacement lost card.

RETURNS

Library materials may be returned to the Walpole Public Library Circulation Desk, exterior book drop returns, or to any other OCLN library. Out of network returns will be forwarded to the owning library, however the Walpole Public Library will not be able to update the status of these items.

INTER-LIBRARY LOAN

Our Interlibrary Loan (ILL) service allows you to borrow materials that are not available at our library or any other library in the Old Colony Library Network (OCLN). The Walpole Public Library will, in all cases, attempted to obtain loans free of charge. Sometimes lending library will charge for an ILL, in these cases, the Walpole Public Library will not pursue these loans without the consent of the borrower. The borrower is responsible for paying any lending charges for an ILL. For more information contact our Reference Desk at 508 660-6341.

OUT-OF-STATE RESIDENTS

Out-of-state residents visiting Walpole for an extended period of time are encouraged to obtain a library card. All that is required is a local address and phone number as well as your driver's license or other form of picture identification that includes your permanent address.

PRIVACY RIGHTS

By state law, the borrowing records of all library patrons are private (MGL Chapter 78 Section 7). Public libraries may not disclose records which reveal a patron's borrowing information to governmental or civilian inquiries. This policy applies to all patrons including minors.

DE-CERTIFIED LIBRARIES

In accordance with the State's Minimum Standard for Public Library Service (Massachusetts General Laws, Ch. 78, Section 19B 1 & 6), the Walpole Public Library extends reciprocal borrowing privileges to the residents of the Commonwealth who reside in towns who also meet the standards.

Such reciprocity is not possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves. Therefore, the Walpole Public Library will discontinue borrowing privileges to residents of communities who terminate library service or reduce hours of opening to below a reasonable level for the size of that community as determined by the Massachusetts Board of Library Commissioners.

Borrowing privileges will be reinstated once a library is re-certified by the Massachusetts board of Library Commissioners.

Adopted by the Walpole Public Library Board of Trustees, 11-29-2016