

Circulation & Overdue Policy

Parsons Memorial Library

Individuals of all ages are welcome to register for a Parsons Memorial Library card for free if they meet the following criteria:

the individual is a resident of Alfred, Lyman or Waterboro, as evidenced by living at a local address (whether renting or owning); owning property in Alfred as a primary, secondary, or vacation residence or owning a time share property

can demonstrate an ability to receive mail from the Library by providing evidence of a valid mailing address (such as a valid driver's license, a utility bill, or a lease or timeshare agreement)

All children under 16 must have a parent or guardian with a valid Parsons Memorial Library card present in order to register.

Non-resident Library Card

Individuals who live outside of Alfred or who are visiting on a temporary basis may register for a Parsons Memorial Library card at no charge. A non-resident card holder has all of the same privileges as a resident card holder, including access to Inter-Library Loan service.

Patron Obligations

New patrons may borrow 2 items for the first several visits, and more thereafter. Kindle and inter-library loan privileges will be allowed after a similar time period.

Materials may not be checked out to another individual's card.

Use of the library card implies acceptance and adherence to all regulations of the Parsons Memorial Library. Patrons are responsible for all materials checked out on their library card.

Parents and guardians alone have the responsibility to monitor, guide, or restrict their child's reading or library use. The Parsons Memorial Library strongly encourages parents and guardians to talk with their children about the materials they access at the library. Reserves for patrons under age 16 will be given to parents without prior permission from the child.

Please help keep the Library's records up-to-date by providing us with your current address and phone number and notifying the Library if your card is lost or stolen. The Library will conduct periodic purges of patron records that have been inactive for 5 years or longer.

Misuse of library materials, negligence in returning materials, or failure to make proper restitution for missing or damaged materials may cause library privileges to be discontinued, including Patron Access Computer use.

The replacement cost of lost or damaged materials will be decided by the Director.

Loan periods

All circulating materials may be checked out for three weeks with two renewals allowed. A patron may renew an item as long as another patron has not requested the item.

Borrowing periods may be extended in certain cases.

Patrons have one week to pick up a reserved item or an item that has been ordered through interlibrary loan. If the item has not been picked up in one week, and the patron has made no special arrangements, the item will be placed back in regular circulation or returned to the lending library. There is a postage fee for ILL materials received by mail.

Inter-Library Loans may be checked out for three weeks. Renewals in general are not permitted; if a patron feels they may require an Inter-Library Loan item for an additional amount of time, they must

contact the Library as soon as possible so that the Library may contact the lending library and seek additional loan time for the item. New patrons may be permitted to borrow ILL materials at the discretion of the library director.

Circulation limits, if necessary, will be set by the Library Director.

Overdue Policy

The Parsons Memorial Library has eliminated overdue fines on late materials. It is our sincere belief that the books, movies, and other materials will be returned on time, in a spirit of community sharing. Gentle reminders, along with compassion toward extenuating circumstances, are used to prompt patrons to return overdue items.

The Parsons Memorial Library will contact patrons regarding overdue materials according to the following schedule:

The first overdue notice will be sent two weeks after the materials are due. This notice may consist of a telephone reminder or a note sent in the mail.

The second notice will be sent four weeks following, A bill and letter revoking borrowing privileges will be sent six weeks after materials were due. Privileges will remain revoked until the bill has been settled or materials have been returned.

If a bill is sent, the charges will reflect the current publisher's list price for each item that has not been returned.

At any time, patrons may renew their overdue items as long as another patron is not waiting for the item and the item has not been renewed more than twice. Items that have gone into suspension will be considered to have reached the renewal limit.

Library staff will offer to renew items for patrons when checking out new materials or when calling with an overdue

reminder. Parents/Guardians are legally responsible for debts incurred by children under 16 years of age.

Lost or damaged items must be paid for by the borrower. A patron may not borrow any further items until the bill for the lost or damaged material has been paid. Patrons may be charged a non-refundable processing fee for a lost or damaged item in addition to the replacement cost.

These guidelines may be modified for individual situations at the discretion of library staff.

Confidentiality

All circulation records of the Parsons Memorial Library will be kept confidential. This includes records identifying names of users with specific materials and all registration files identifying names, addresses, and telephone numbers.

Any information regarding patron use, including the identity of an individual who borrows or uses any materials, resources, or services of the Library, may not be disclosed except by court order, with the following exceptions:

- to persons acting within the scope of their duties in the administration of the Library;

- to the individual who borrow or used the materials, resources, or services in question;

Approved by the Library Board of Trustees in June 2008.