



## **Norton Public Library**

### **Circulation Policies**

#### **Policies:**

- I. Library Card Policy**
- II. Borrowing and Renewing**
- III. Returning Policy**

#### **I. Library Card Policy**

##### Obtaining a Library Card

1. Library cards are issued free of charge to residents of Massachusetts. Current photo identification and proof of address will be required for all new registrations. Norton Public Library cards are individual cards, not family cards, and are, therefore, not transferable. Children (age 5 -17) must have a parent or legal guardian with them in order to obtain a card. A Norton Public Library card may be used to borrow from other SAILS Library Network libraries. If a card is lost or stolen, notify the Library's Circulation Department immediately to prevent unauthorized borrowing. Lost cards are replaced at a charge of \$2.00.
2. Non-Massachusetts residents may register for a SAILS library card for a fee of \$55, per year per family.
3. Temporary residents such as Students or Visitors may also get library cards. Temporary resident cards will have restrictions.
4. By signing the registration form and receiving the library card, the patron is agreeing to obey all its rules, to take good care of all materials borrowed, to pay all fines or damages accrued, and to give prompt notice of change in address, telephone number, or email address.
5. The Norton Public Library will not issue library cards within 15 minutes of closing time.

##### Use of Library Cards

1. Patrons must provide a library card at check-out time. This allows for proper security for both the patron and the library materials.
2. Patrons can manage their accounts online (place holds, renew items, etc.) from the online catalog as long as they are in good standing. The SAILS Network has the following restrictions which will BLOCK Norton Library Card holders and prevent them from placing holds and renewing from the e-catalog:
  - a) when a patron has 7 or more items overdue
  - b) when a patron owes \$10.00 or more in fines/bills

## II. Borrowing and Renewing\*

Loan Periods	
New Adult Books	2 weeks, 1 renewal
Books, Audiobooks	4 weeks, 1 renewal
Music, Magazines	2 weeks, 1 renewal
Movies, Videogames	1 week, 1 renewal
Downloadable Items	1-3 weeks, 0 renewals
Museum Pass	1 day, 0 renewals
E-Readers	2 weeks, 0 renewals
Kits, Pop-Up Books, CD-ROMS	2 weeks, 1 renewal

*\*Renewals are not allowed if an item is on hold for another patron.*

## III. Returning Policy

All Movies, Music, Audiobooks, CD-ROMs, Videogames, CD-ROMs, Kits and Pop-up books must be returned at the main desk. Returning these items in the outside book return will result in charges. (\$2.00 fee per Movie, Music, or CD-ROM; \$5.00 fee per Kit, Pop-Up Book or Videogame.)

### Late Fees

Books, Audiobooks, Magazines, Music, CD-ROMs – 10 cents per day

Movies, Videogames, Kits and Pop-Up Books - \$1.00 per day

Museum Passes - \$5.00 per day

*Approved by the Norton Public Library Board of Trustees 4/9/2013  
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