

# Stoneham Public Library

431 Main Street, Stoneham, Massachusetts 02180

## Circulation Policies

### **Library Cards**

Library cards for adults are issued at the main Circulation Desk. You must present photographic identification that includes your name and current address to be issued a card. There is no charge for your first library card. However, should you lose your card, you are responsible for all items checked out on your card up to the date that you report it missing. To replace a lost card you will need identification. There is a \$1.00 fee for a replacement card.

Your right to privacy is respected by the Stoneham Public Library and therefore we require that you use your own library card and we urge you not to let others use your card. We cannot discuss the details of your account over the phone nor share information with anyone requesting such information. Please remember to bring your library card when you visit the library. It is important to notify the Circulation Staff if you have a change of address or phone number. Contact information allows the Circulation Staff to send notices of books that you have placed on reserve which are currently available for you to pick up or overdue notices should you need a reminder.

Children's cards are obtained at the Circulation Desk of the Junior Library. A children's card covers individuals from birth through Grade 6. The application requires a parent or guardian signature. There is no charge for an initial library card. There is a fee of \$1.00 for a replacement card. Remember to bring your card when you visit the library. Stoneham Public Library honors all library cards that are currently registered in the Noble Library Network. Visit [www.noblenet.org](http://www.noblenet.org) to view the member libraries.

### **Loan Periods, Fines, and Fees**

Books, CDs, Audio books and Magazines have a two-week loan period and can incur a charge of 5¢ per day for adults or 2¢ per day for children if overdue. The maximum fine for each item is \$2.00. Two renewals are allowed.

Videos (VHS & DVD) have a one week loan period and can incur a charge of \$1.00 per day if overdue. There is a maximum fine of \$2.00.

Museum passes have a 24 hour loan period and can incur a charge of \$5.00 per day if overdue. There is no maximum fine, renewals are not allowed.

Rental books cost \$1.00 for a seven-day loan period and can incur a charge of 5 cents per day if overdue. There is a maximum fine of \$2.

Any lost item will incur a replacement charge equal to its replacement cost. Other libraries may have different loan periods and fines.

### **Copiers/Printers**

A photo copier is available for public use and is located in the hall that separates the Adult Library from the Children's Room. The cost is 10¢/copy for black and white, 50¢ for color.

Library printers are attached to several computers and copies are 10¢ for black and white copies and 50¢ for color copies. Printers can be found in both the Adult Room and the Children's Library.

A microfilm reader/printer is available for use by the public. The machine will read both 16 and 35 mm microfilm and can make copies at a cost of 10¢ per page. The library has an extensive microfilm collection housed in the Reference Department. Please see the Reference Librarian for help in using this equipment.

### **Borrowing Privileges**

Any adult with a valid library card may check out any items. However, those with two or more overdue items or fines in excess of \$2.00 may not check out any items until their problems are resolved.

Certain children's materials may be restricted if there is an ongoing school project.

### **Checking Out**

All patrons are required to have a library card with them to borrow materials. Family members may be allowed to check out for each other. The only materials restricted to in-library use are reference items and newspapers. Patrons are discouraged from allowing friends or unrelated persons to use their library card. It is the responsibility of the patron to return all materials on time, pay all overdue charges and to pay replacement costs for lost or damaged items that have been checked out on their cards.

### **PIN Numbers**

Patrons can access their library account through any computer with Internet access, including the pcs in the library, at school, or in your home. In order to gain access, patrons must type in their "User ID" which is the barcode on your library card (no spaces needed) and a password which they can obtain at the Library. They may change their password after their initial login on the system.

## **Renewing Materials**

Most materials can be renewed unless another patron has already placed a hold on them. Renewals can be done in person, by phone, or online by accessing the “My Account” feature of the online catalog. In order to gain access, patrons must type in their “User ID” which is the barcode on your library card (no spaces needed) and their password. To get a password, please contact the library in person.

It is important that you check your receipts. Most library materials are renewable and many can be renewed twice. If you are going to need materials for a longer period, the circulation staff can often adjust the loan period to meet your needs. Occasionally, circumstances make it difficult for you to return your borrowed items on time. Should this be the case, please call the library to arrive at a solution.

Other libraries may have different loan periods and fines.

## **Returning Materials**

When the library is open, all items must be returned to the designated return area of the circulation desk. When the building is closed, the book drops outside will be open. Videos, dvds, cds, audio books are not allowed in the book drop as they are subject to damage. Please bring them into the library to return them.

## **Lost/Damaged Material**

Patrons are responsible for all library materials checked out on their cards. If a patron loses a piece of a library item, such as a CD or video case, they will be required to pay a replacement cost. If a patron loses an entire library item, such as a book, they will be charged the replacement cost for that item. If library staff determines that an item has been damaged beyond repair and cannot circulate, the patron will be charged the replacement cost of that item.

## **Overdue Materials**

If an item is returned after the loan period, the fine accumulates from the original due date to the actual date that the item is checked in. Overdue notices are sent as a courtesy to patrons. Items that are returned with missing materials are generally renewed once and the patron is contacted and asked to return the missing material. Once the renewal period has ended, fines will begin accruing if the item remains incomplete.

Patrons with two or more overdue items or fines in excess of \$2.00 may not check out any items until their problems are resolved.

## **Address/Phone Changes**

Patrons should notify circulation staff anytime there is a change in address or telephone number. Contact information is used to notify patrons when requested materials are available and when items are overdue.

## **Requesting materials held by members of the North of Boston Library Network (NOBLE):**

You request most items that you find in the online catalog be sent to your home library. This can be done from any computer with Internet access. To do this yourself, you will need your library card barcode number (the user id) and a password number. To get a password, come by the library. Once you have placed a hold on an item, the first available copy in the network will be sent to the library that you have selected as your pickup library. If you do not select a pickup library, the process will be delayed.

When the library receives the item, you will be notified by phone, email or text depending on the information you have provided to the Library. You can also check on the status of your requested holds by accessing your account information through the "My Account" feature of the online catalog.

## **Requesting materials not held by members of the North of Boston Library Network (NOBLE):**

If you search the entire collection for an item and are not able to find a library that owns a copy of your desired material, you can also search the Virtual Catalog <http://www.noblenet.org/virtcat> and login with your library card number. The Virtual Library will allow you to search for and place holds on items throughout Massachusetts. You will be notified when either the requested item is available at your library or if it has been determined to be unavailable for loan.

## **Requesting materials not held by members of the North of Boston Library Network (NOBLE) or the Virtual Catalog:**

If the item you want is not in our network, you can still request it through our Inter- library loan (ILL) service. The Reference Services Librarian, Maureen Saltzman, handles ILL requests and can be contacted at (781) 438-1324 or email.

## **Purchase Suggestions**

If you think the Library's collection would benefit from owning a particular item; we encourage you to suggest a purchase. Request forms are available at the circulation desk. Though we may not elect to purchase every suggestion, we do appreciate your contributions.