

# Stoneham Public Library

STONEHAM, MASSACHUSETTS 02180

OFFICE OF THE DIRECTOR

### **Library Cards & Borrowing Privileges**

- i. General Library Card Policy
  - **a.** Your right to privacy is respected by the Stoneham Public Library and therefore we require that you use your own library card. We strongly recommend that you not to let others use your card. We cannot discuss the details of your account over the phone nor share information with any person except yourself.
  - **b.** Patrons should notify circulation staff anytime there is a change in address, telephone number, or email. Contact information is used to notify patrons when requested materials are available and when items are overdue. Stoneham Public Library honors all library cards that are currently registered in the Noble Library Network. Visit www.noblenet.org to view the member libraries.

#### ii. Adults

**a.** 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. Any adult with a valid library card may check out any items.

#### iii. Children

**a.** Children's cards are obtained at the Circulation Desk of the Junior Library. A child can get their own library card when they turn 5. The application requires a parent or guardian signature. There is no charge for an initial library card. Certain children's materials may be restricted if there is an ongoing school project.

### **Checking Out**

- i. All patrons are required to have a library card to borrow materials. A patron may present their physical card, a digital copy on the NOBLE app, or provide their phone number and address to staff at check out.
- ii. Family members are allowed to check out for each other, once permission from the cardholder is obtained. Patrons are discouraged from allowing friends or unrelated persons to use their library card. It is the responsibility of the cardholder to return all materials on time, and to pay replacement costs for lost or damaged items that have been checked out on their cards.
- iii. The only materials restricted to in-library use are reference items, newspapers, and the most current issues of magazines.

### PINs/Passwords

i. Patrons can access their library account through any device with Internet access via the NOBLE library app or at https://stoneham.noblenet.org/eg/opac/home. In order to gain access, patrons must type in their "User ID" which is the barcode on your library card (no spaces) and a password which they can obtain at the Library. They may change their password after their initial login on the system.

#### Loan Periods, Fines, and Fees

- ii. Most materials that are checked out from the library have a two-week loan period and will automatically renew twice, unless otherwise noted. If an item does not automatically renew, this means another request has been placed on that item and it must be returned.
- iii. Museum passes that have to be checked out and returned have a 24-hour loan period.
- iv. The Stoneham Public Library is fine-free, meaning we do not charge fines for late returns. As long as you return your items, you will not be charged for them. However, it is important to remember that other NOBLE libraries may have different loan periods and fines. If you have an item checked out that is from another NOBLE library, you can return it to the Stoneham Public Library, but you will still be held to the lending library's policies.
- v. If an item is lost or damaged, patrons can either pay the replacement fee or bring in a new copy of the same item with the same ISBN.

### **Copiers/Printers**

i. The cost of printing or photocopying at the library is 15¢ per page for black and white, and 50¢ per page for color. A photo copier is available for public use and is located in the hall that separates the Adult Library from the Children's Room. Printing is available from any public computer. Public computers are available in the Adult Room, the Junior Room, and the Teen Room.

## **Returning Materials**

ii. DVDs, CDs, Playaways, board games and videogames are not allowed in the book drops, as they are fragile. Please bring them into the library to return them.

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

To request an item, you can visit the library and ask at the circulation or reference desks, call the library and give them your library card number, or place the request through the online catalog from any computer. To do this, visit the online catalog and click on **My Account** in the top right-hand corner.

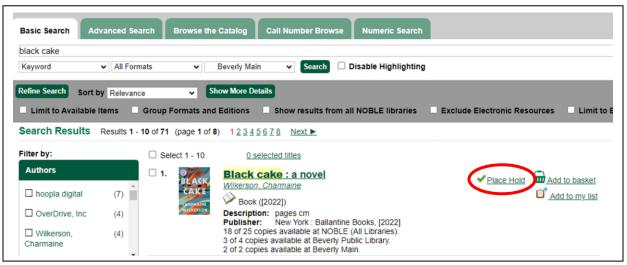




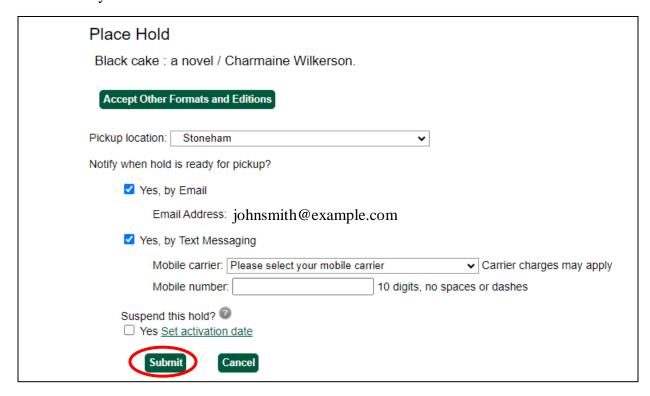
Enter your library card number (no spaces) and your PIN.

Library Card Number or Username	2999900123456
Please include leading zeros. Example: 0026626051 Password or PIN	
☐ Stay logged in? Log in	

Now, search for the item you would like to request. Click the **Place Hold** button.



Choose the pick-up location (which library at which you want to pick up the item) and choose how you want to be notified. Then click **Submit**.



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 <u>Commonwealth Catalog</u>. To log in, select your library, then enter your library card number and PIN.

Login to access additional services -		
Select Your Library * NOBLE-STO:Stoneham Public Library		×
Barcode *		
Last Name *		
Remember Me?	Submit	Cancel

Commonwealth Catalog will allow you to search for and place holds on at any library in Massachusetts. You will be notified when either (a) the requested item is available at your library, or (b) 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 Interlibrary loan (ILL) service. Contact the Library and ask to speak to Reference.

#### **Purchase Suggestions**

If you think the Library's collection would benefit from owning a particular item; we encourage you to suggest a purchase using the <u>Purchase Suggestion Form</u> on our website. Though we may not elect to purchase every suggestion, we do appreciate your contributions.