



Gleason Public Library

Checkout Policy

Approved by the Library Board of Trustees, October 21, 2014; Updated December 9, 2014; Updated January 1, 2015; Updated December 29, 2015; Effective February 16, 2016

Library Card Privileges

A Gleason Public Library card may be used at the Gleason Public Library (GPL) and to check out circulating materials at any library that is a member of the Merrimack Valley Library Consortium (MVLC)¹. A GPL card also provides access to online materials and services purchased by the Massachusetts Library System, MVLC¹, and GPL.

Library Card Eligibility

- Any Carlisle resident aged 5 and older is eligible to obtain a library card free of charge.
- Any Town of Carlisle employee residing in state may apply for a GPL card free of charge. Town of Carlisle employees residing out-of-state may apply for a local-use-only card free of charge.
- Massachusetts residents residing in other MVLC communities may apply for a temporary, 30-day MVLC card at any MVLC library, including GPL. Permanent cards must be applied for in the town of residence. Temporary cards are not available to residents of non-MVLC communities.
- Massachusetts residents residing in non-MVLC communities may register their home library cards in the MVLC database and gain full access to MVLC libraries¹.

Library Card Application

- All applicants aged 14 and older must show identification and proof of residency before they are issued a library card. Applicants under the age of 18 without identification may request a parent or guardian to show identification and proof of residency on their behalf.
- All applicants under the age of 14 must be accompanied by a parent or guardian able to show identification and proof of residency before they will be issued a library card.
- Acceptable forms for identification include, but are not limited to:
 - Driver's License/State ID
 - U.S. Passport
 - School ID
- Acceptable forms of proof of Carlisle residency include, but are not limited to:
 - Driver's License/State ID
 - Carlisle Public School ID
 - Utility bill
 - Carlisle property tax bill
 - Rental agreement
 - Massachusetts car registration

¹ Please note that some materials and services may only be available to residents of the purchasing library community.



Library Card Agreement

Library card users are responsible for material borrowed by means of their library cards. Card holders should report immediately to the library the loss of a card, a change in name, or a change in contact information. Possession of a library card is treated as permission to access the cardholder's account.

Library Card Expiration

Library accounts automatically expire every 3 years. Please see a staff member for re-activation if your card has expired.

Privacy

Under the Massachusetts General Laws, Chapter 78, Section 7 *"That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record..."* Confidentiality extends to information sought or received, and materials consulted, borrowed, and include database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services. Circulation, registration information, and information retrieval records may not be disclosed except to:

- The cardholder (see FAQ#1). NOTE: This is regardless of age or relationship. For example, parents cannot be told what materials a child has checked out without the child's consent.
- Staff of MVLC libraries acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual's records identified by a note of permission given by the cardholder or persons with physical possession of the library card. NOTE: Picking up holds is considered access to a cardholder's records; permission is required (see FAQ#2).
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the library director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.²

Due Dates & Late Fees

The GPL circulates a variety of materials. Due dates vary by item type. Due date receipts may be requested at the time of check out. Due dates are also viewable on your online account. Current lending periods are:

- Books, Audiobooks, CDs, Magazines: 3 weeks
- DVDs, Blu-Rays: 1 week
- eReaders: 3 weeks
- Museum Passes: returnable passes are due by 10am the first day the GPL is open following the day of use

The GPL does not charge overdue fees on items checked out at GPL, with the exception of Museum Passes and eReaders. Please note that other area libraries do charge fines; you may incur fines on overdue items checked out at other libraries.

- Museum Passes: \$5 per day; replacement \$25

² Library patrons should be aware that provisions in the USA Patriot Act (Public Law 107-56) may require the Library to provide Federal officials with information about individuals' use of library resources pursuant to a subpoena. Other portions under the USA Patriot Act also specify that no delay is possible and that the library workers are prohibited from informing the patron that information regarding their records has been subpoenaed.



- eReaders: \$5 per day; maximum \$25

Lost & Damaged Item Fees

- Overdue items are automatically declared lost at 49 days past the due date. Card holders will receive written notice requesting return or payment for all lost items. Card holders will be denied borrowing privileges until the item is returned or paid for.
- If you lose or damage an item please contact the library.
- Library card holders may be billed for items sustaining physical damage, this includes, but is not limited to:
 - Torn pages/covers
 - Pencil/pen markings
 - Liquid/food damage
 - Damaged packaging (\$3 flat fee for damaged packaging)
 - Missing parts (Audiobook discs may be replaced for \$10/disk)
 - No charge will be incurred for normal wear and tear
- Borrowing privileges are blocked if fines or fees accumulated at any MVLC library are equal to or greater than \$20.

Electronic Materials

In addition to physical materials, GPL card holders have access to a wide variety of electronic resources such as eBooks, eMagazines, and eMusic. GPL provides access to these materials by licensing the content from non-library organizations such as OverDrive and Zinio. Lending policies for these items may be found on their corresponding websites. Please note that these collections and their policies may change without notice. Please see a staff member if you have questions or need assistance with these materials.

Borrowing Limits

The GPL does not limit the overall number of items a cardholder may borrow at a time. However, card holders may not have more than 50 CDs or 50 DVDs on their card at a time. Please note that other libraries have different policies regarding the maximum number of items borrowed.

Renewals

Most items may be renewed two times; additional renewals require the permission of the owning library. Items with wait lists may not be renewed. You may renew items in person, by phone, or via your online account.

Returning

Most materials may be returned at any MVLC library. Likewise, the GPL will accept returns for any MVLC library. Returning items belonging to other Massachusetts libraries not in MVLC to GPL is not recommended; see a staff member for details.

Hold Requests

Most items belonging to MVLC libraries may be requested through the online catalog for pick up at the GPL or any other MVLC library. You may make requests via your online account, in person, or by phone. When the item you have requested becomes available, you will be sent a notice by email, phone, or text, depending on your recorded preference. You may view the current status of your requests via your online account. Holds may be picked up by the library cardholder only unless prior permission has been granted



to others (see FAQ#2). There is no limit on the number of items you may request; however, we ask that you do not request more items than you can reasonably use during a standard checkout period.

If you wish to place requests for materials that MVLC libraries do not own, please ask in person, by phone, or send an email to carlisleill@mvlc.org. Please note that due dates for materials from outside MVLC will not follow the standard terms mentioned above. In addition, renewals may only be performed by staff, and may not be possible at all.

Online Account

You can access your library account via the library's catalog or website. To access your account, you need your 14-digit library card number and your PIN (default is the last 4 digits of your phone number). Your online account may be used to place holds, verify due dates, access checkout history (see FAQ#5), and more.

Library Card FAQs

1. I don't have my card with me. May I check out items?

Library cardholders may check out items if they are able to provide their library card number and verify their address, or by showing another form of identification. Examples include, but are not limited to, a state-issued ID or school ID.

2. May I pick up items for my spouse, child, neighbor, etc.?

Yes, provided the person for whom you are picking up has granted prior permission or provided that you are in possession of the requestor's library card. See a staff member for details on how to authorize someone to pick up holds on your behalf.

3. I lost an item I checked out. May I bring in a replacement copy in lieu of payment?

Please note that the GPL may never accept a replacement copy for an item owned by another library. Please contact the owning library regarding replacement options. For items owned by the GPL, the following rules apply:

- DVDs and CDs may be replaced with an identical, new, unopened copy.
- All other items, including books, must have prior approval from the staff member responsible for collection development.

4. I returned an item, but it wasn't checked in properly. What do I do?

If you believe you returned an item still marked as checked out or if you believe you never checked out an item marked as checked out, please see a staff member for assistance.

5. Do you keep a record of the items I have previously checked out?

Library staff is not able to access your checkout history. You may elect to keep a history of the items you check out and place holds for using your online account. Please note that this feature must be activated; records are not accrued or retrievable prior to activation. Please see a staff member for details.

