



Gleason Public Library

Checkout Policy

Approved by the Library Board of Trustees, October 21, 2014; Updated December 9, 2014; January 1, 2015; December 29, 2015; February 16, 2016; and April 8, 2021.

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. Gleason Public Library employees residing out-of-state may apply for a GPL card free of charge. Other 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.
- Massachusetts residents residing in non-MVLC communities may register their home library cards in the MVLC database and gain full access to MVLC libraries¹. Residents of Massachusetts communities who do not have a library card at their home library may apply for a temporary, 30-day MVLC card. This policy applies only to residents of Massachusetts towns that are certified by the Massachusetts Board of Library Commissioners (see [Reciprocal Borrowing Policy](#)).

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

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



- Carlisle property tax bill
- Rental agreement
- Massachusetts car registration

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, with the exception of lost or billed items (see [Privacy Policy](#).)
- 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
- Circulating equipment (Library of Things): either 1 week or 3 weeks depending on item; ask staff

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.



- 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 certain electronic equipment as labeled. 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 (charged after 1 week overdue)
- Circulating equipment as labeled (e.g. hotspot)

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.
- 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, or if a patron has 20 or more overdue items.
- Once the GPL receives payment for a lost item, the item becomes the property of the patron. The GPL will not accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made.

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. 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 physical items may be renewed two times; additional renewals require the permission of the owning library. Items with wait lists may not be renewed. Most downloadable items may not be renewed.

Items eligible for renewal will automatically be renewed three days before their due date for accounts in good standing. You may also 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. Museum passes and circulating equipment (“Library of Things”) should be returned to the owning library directly. 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 physical items you may request; however, we ask that you do not request more items than you can reasonably use during a standard checkout period. There may be limits on the number of hold requests for downloadable items.

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 ill@gleasonlibrary.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.

