



## 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; April 8, 2021; and July 31, 2024.*

### 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)<sup>1</sup>. A GPL card also provides access to online materials and services purchased by the Massachusetts Library System, MVLC<sup>1</sup>, and GPL.

### Library Card Eligibility

- Any Carlisle resident aged 5 and older is eligible to obtain a GPL card free of charge. Registration may be completed either in person at the Library, or online through the MVLC eCard application.
- Any Town of Carlisle employee or Carlisle Public School student residing in Massachusetts 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 and Carlisle Public School students residing out-of-state may apply for an MVLC card free of charge (see more below). Employee registration for GPL cards must be completed in person at the Library. MVLC eCards may be obtained online but may not have access to all of the Gleason's online resources.
- Residents of Massachusetts towns other than Carlisle, including both MVLC and non-MVLC communities, may register for an MVLC library card at the Gleason Public Library, as well as online or at other MVLC libraries. Remote access to online resources purchased by GPL may be limited to Carlisle residents and employees. This policy applies only to residents of Massachusetts towns that are certified by the Massachusetts Board of Library Commissioners (see [Reciprocal Borrowing Policy](#)).
- Out-of-state Residents may register for an MVLC card at the GPL if they meet one of the following criteria:
  - Work in Massachusetts
  - Attend school in Massachusetts
  - Own property in Massachusetts

Out-of-state Residents must register in person, as the online eCard application will not verify out-of-state addresses. Cards for out-of-state residents do not include full access to online resources.

### Library Card Application

- All applicants aged 18 and older must show identification and proof of residency before they are issued a library card.
- Applicants age 14 to 17 may either show their own identification and proof of residency, or may request a parent or guardian to show identification and proof of residency on their behalf.

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



- 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 residency include, but are not limited to:
  - Driver's License/State ID
  - Utility bill
  - 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. Cardholders 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 on a schedule set by MVLC, currently 3 years for most accounts. Please contact the Library for re-activation if your card has expired.

### Privacy

Library records are protected personal information under Massachusetts General Laws – [see our Privacy Policy for full details.](#)

### 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): up to 3 weeks – due date will be confirmed at checkout
- 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. 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)

### 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.



- Library of Things items and returnable Museum Passes will be declared lost and billed for replacement costs at 3 and 7 days overdue respectively due to the unique nature of these items. Cardholders will be notified by email or telephone that their borrowing privileges are suspended until these items are either returned or paid for. Bills will not be waived for museum passes for which the library has already purchased a replacement.
- If you lose or damage an item, please contact the library. Payment for lost items is accepted by cash (exact change is appreciated), check made out to "Town of Carlisle", or credit card through MVLC's online payment system.
- 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/disc; Playaway battery covers \$4)
  - 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.
- A replacement copy may sometimes be accepted in lieu of payment for a lost or damaged item, only with the prior approval of the librarian responsible for that area of the collection. Replacement copies must be brand new and the same format and edition as the original item, unless an alternate edition has prior staff approval.
- 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 Library of Things items 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](mailto:ill@gleasonlibrary.org). Please note that due dates for materials from outside MVLC will not follow the standard terms mentioned above. In addition, renewals for non-MVLC interlibrary loans 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 online catalog or mobile app. 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#7), and more. Library of Things and Museum Pass loans are not viewable in your online account.

