

## **Circulation Policy**

The Ventress Memorial Library performs its circulation activities in association with OCLN, which provides and maintains the Sirsi/Dynix automation software. This system allows staff to loan, receive, and reserve materials statewide quickly and efficiently. Patrons may know at any given time what materials they have borrowed, reserved, or have overdue.

The majority of Marshfield items are “fine exempt”. With the exception of our “Library of Things Collection” which are considered Equipment. These items listed below accrue fines at \$1.00 per day with a maximum \$20.00 per item. These items will accrue a \$5.00 fine if they are not returned directly to the Ventress Memorial Library Circulation Desk.

### **Library of Things**

Early Learning Kits  
Kindle Paperwhites  
Launchpads  
LCD Projector  
Mobile DVR Device  
Mobile Hotspots  
Parenting Packs  
Ukuleles

### **Material Type / Loan Period**

|                |                   |
|----------------|-------------------|
| Books:         | 14 days           |
| Magazines:     | 7 days            |
| Audio Books:   | 14 days           |
| DVDs:          | 7 days            |
| DVD Series:    | 14 days           |
| Equipment:     | 14 days           |
| Music on CD:   | 14 days           |
| Museum Passes: | 1 day             |
| Newspapers:    | In-house use only |

### **Fines & Limitations**

|   |
|---|
| Checkout limit of 12 DVD Series per household |
| \$5.00 day                                    |
| \$5.00 day                                    |

### **Renewals**

All Ventress cardholders are signed up for automatic renewals. You may opt-out of this service at any time. You may also renew library materials by phone, online, or in person for two additional loan periods unless the material is on a waiting list. New items may only be renewed once if there is no waiting list. Library of Things Collection is non-renewable.

### **Reserves**

You are welcome to reserve library materials in person, by telephone, or online. When the item you requested comes in, we will notify you via email or by telephone. The Old Colony Library Network allows patrons seven days to pick up requested items. After the time, we must return the items to the owning library. Due to the high volume of holds and the limited amount of space to store holds, the Ventress Memorial Library requires that if you are in the library checking out items you must also check out all available holds. To reserve books online ([catalog.ocln.org](http://catalog.ocln.org)) you

will need to have a Personal Identification Number (PIN). For more information on PIN numbers ask a circulation staff member. When picking up reserved materials the library card number used to place the hold is required.

### **Interlibrary Loans**

You may request items, not locally available through the Commonwealth Catalog (<http://www.commonwealthcatalog.org>). If you need help, library staff will be happy to assist you.

### **Reserves Group Sharing**

An opt-in agreement that authorizes “Group” members permission to pick-up holds for other members of the “Group”. Each member of the “Group” must sign the “Group Sharing Form.” Please note that holds will still be checked out to the card they were placed on hold from, and each individual is still responsible for any fines or fees accrued on their own card. The individual picking up the hold is still required to provide their own library card when picking up holds for a “Group” member.

### **Lost Materials**

You will be assessed the replacement cost of material permanently lost or destroyed. You may replace the material with a brand new exact copy. You are responsible for all materials taken out on your card. If you lose your card, report it immediately. The replacement card fee is \$1.00.

### **Vacation Loans**

If you know you will need items for an extended period, ask a librarian for a vacation loan. Note: Vacation loans are not available on items with holds or on Interlibrary Loans and may not exceed 4 weeks.

### **After Hours Return**

There is a drive-up book and DVD return bin available at the end of the library’s entrance walkway. Do not put items from the “Library of Things Collection” in the book return. A \$5.00 fine will apply if not returned directly to a Circulation Staff Member. Please no donations in the return bin.

### **Marshfield Residents Benefits**

The Library offers “fine exempt” status for items borrowed from Ventress Memorial Library. Except for Equipment and Museum passes. Please note that items borrowed from other libraries are not exempt from fines.

In accordance with Chapter 78, Section 7 of the Massachusetts General Laws, borrower records which reveal “the identity and intellectual pursuits of a person using” a library shall be kept confidential and not released as a public record to law enforcement or other agencies and individuals, without presentation of a legal subpoena or search warrant.

### **Educator/Teacher Cards**

Educator/Teacher cards are granted to educators employed by facilities that educate or care for children/students at public, private or home based schools or institutions within Massachusetts. This card is to be used for up to 50 curriculum-related materials only. Materials checked out on

this type of card are for use in the classroom or other institutional use, and may be lent out for 5-week with one 5-week renewal. DVDs will be lent for normal 7 day loan period.

Card will be issued with proper verification of employment (i.e. pay stub, school ID, note on business letterhead from principal or director, home school certificate), and should not be lent to co-workers, friends, or institutional volunteers.

Card is valid for one school calendar year, and all cards expire on June 30 annually, regardless of date of issue. Employment verification or proper documentation is necessary to renew a card.

Lost materials are the responsibility of the card holder.

*Adopted by the Library Board of Trustees August 19, 2015, (amended 11/16,2016, 6/20/2018, 3/10/21)*