

**BERWICK PUBLIC LIBRARY**  
**CIRCULATION AND BORROWING PRIVILEGES**

### **REGISTRATION REQUIREMENTS**

The Berwick Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the town of Berwick pay taxes to support the library. Those people who live within the jurisdictional boundaries need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every two years without additional fees, provided the library cardholder continues to reside within the jurisdictional boundaries of the Berwick Library and is a patron in good standing. There is a fee of \$2.00 to replace damaged, destroyed, lost or stolen library cards.

### **RECIPROCAL BORROWING**

The Berwick Public Library maintains a reciprocal borrowing agreement with the D. A. Hurd Library in North Berwick, Martha Sawyer Community Library in Lebanon and the South Berwick Public library to offer individuals located in those perspective towns a library card free of charge and the same for Berwick residents. The materials borrowed from other libraries are the responsibility of the individual who borrows them and are subject to all of the fines, rules and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

People living outside the jurisdictional boundaries of the aforementioned towns may purchase a library card for the Berwick Public Library at a cost of \$15.00 per year.

Adults wishing to register for a borrower's card, renew an expired borrower's card or replace a lost, stolen, damaged or destroyed borrower's card at the Berwick Public Library must bring with them one form of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail or voter registration card.

Children under the age of eighteen (18) must have a parent's signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of sixteen (16) may use the proof of residency provided by their parent. Children sixteen (16) and over may choose to provide their own proof of residency or use that of their parent.

## **ELIGIBILITY TO BORROW**

Individuals presenting valid borrower's cards issued by the Berwick Public Library are eligible to borrow materials from the library when the following conditions are met:

1. No materials which are more than one circulation period overdue on their card.
2. No outstanding fines in aggregate in excess of ten dollars (\$10) have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the Library Director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

## **BORROWING AGREEMENT**

By registering for a library card, patrons are agreeing to abide by the library's Borrowing Agreement. The library has the right to revoke library card privileges for any patron who violates the Borrowing Agreement.

## **FEES AND FINES**

The Berwick Public Library has established a "Guilt Jar" in place of accruing overdue fines for their patrons.

Patrons with responsibility for material in any format which is more than thirty-five (35) days overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

## **LENGTH OF LOANS**

The Berwick Public Library circulates materials in a variety of formats including books, magazines, books on CD and DVDs. The terms of loan are all three (3) weeks.

## **LOST AND/OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost is the responsibility of any patron who borrows and loses any library

material. In the case of children under the age of eighteen (18) it is the parents' responsibility to pay for lost or damaged items. The replacement cost schedule may be found in the Procedures Manual but includes current or average retail cost for the item plus a processing fee.

### **INTERLIBRARY LOAN/MILS**

When patrons want material that is not available within the Berwick Public Library, we ask other agencies to provide it. This is the process of interlibrary loan through the MILS system. Materials borrowed through MILS have a circulation period determined by the lending library, not the Berwick Public Library, but generally follow the same guidelines of three (3) weeks. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Berwick Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

### **HOLDS**

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Berwick Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone or email. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one (1) week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household and prompt retrieval of the material are the responsibilities of the patron.

### **CONFIDENTIALITY OF RECORDS**

The Berwick Public Library abides by Maine Statute Title 27, Chapter 4A, section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Berwick Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Berwick Public Library does not make available lists of registered library patrons except in compliance with the law.

**FEES**

Copies: \$.20 per page for black and white copies, \$.30 double-sided and \$.40 per page for color copies, \$.60 double-sided. If enlargement or reduction is required by the patron, per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Computer printouts: follow the same price scheduling as for copies. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work and graphics.

FAX/transmission: \$2.00 for the first page, \$1:00 per page following. FAXs are sent only within the continental United States. The cover sheet is excluded from the per page fee if the FAX (including cover sheet) is more than one page in length.

The Berwick Public Library assumes no responsibility of notification of the receipt of a FAX for an individual. The FAX will be held by the library for one week then discarded if not picked up. No effort to notify the individual of the arrival of the FAX will be made.

**LOST AND/OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of eighteen (18), it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.