



BORROWING AND ACCESS POLICIES

ACCESS TO LIBRARY MATERIALS

The Library recognizes that many library materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collections and to serving the interests of readers.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm.

Responsibility for the reading of children rests with their parents and legal guardians. Library materials selection will not be inhibited by the possibility that titles of a controversial nature may inadvertently come into the possession of children.

PRIVACY/CONFIDENTIALITY OF PATRON CIRCULATION RECORDS

1. Circulation records are confidential. All information contained in the registration of a patron and the borrowing history of the patron is confidential.
2. All librarians and library employees are advised that such records shall not be made available to any agency, state, federal or local government except pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures of legislative investigatory power.

REFERENCE MATERIALS FOR IN-HOUSE USE

Certain titles, Local History, Stoughton History Materials, single copies of TAX forms, BANKER & TRADESMAN, consumer publications, etc., require control of their use once they are taken away from where they are stored at the Circulation Desk.

The policy is to require the patron to deposit with the library employee at the Circulation Desk an I.D. (library card) to verify identity and secure in-house use of material.

A paper form available at the Circulation Desk will be filled out by the patron to note what the patron is requesting for in-house use. This will be left with the patron's I. D. at the Circulation Desk. On return of material, the I. D. will be returned to the patron after the patron initials that the material was returned.

This policy has been developed to insure that all patrons will have access to materials.

MICROFILM USE

Stoughton Public Library microfilm will be used in the Library only, and is not eligible for inter-library loan. Patrons wishing to use the Microfilm Reader/Printer must present a library card in good standing and must ask for staff assistance. Patrons should sign in at the upstairs desk with the understanding that they may use the reader for one hour. If no one is waiting, patrons may continue to use the machine for as long as needed.

MUSEUM PASS BORROWING POLICY

These passes are an adjunct service of the Library, approved by the Trustees. In order to be available to as many patrons as possible, please adhere to the policies as stated below.

- Passes may be borrowed by Stoughton Residents over 18 with their own active Stoughton Public Library card.
- One pass per family per day.
- Passes may be picked up as early as 9:00 a.m. the day before use, no later than 12:00 noon the day of use, if they are available, and returned to the Stoughton Public Library by 9:30 a.m. the next day the Library is open. Coupons only need not be returned.
- Sun./Hol. (And Sat. During Summer) passes must be picked up before Library closing on last day Library is open and returned next day Library is open by 9:30 a.m. or pass will be considered overdue.
- Lost or stolen passes are the responsibility of the borrower.
- Reservations are accepted in person, on-line, or by telephone up to one month in advance.
- A fine of \$5.00 will be assessed each day pass is overdue.
- It is the responsibility of the borrower to call the museum before attending to verify correct hours.
- If a pass is reserved and not picked up or cancelled a \$5.00 charge will be charged.

The Stoughton Public Library now has passes to the following museums:

Boston Harbor Alliance on
Children's Museum-Boston
Children's Museum-Easton
DCR – Dept. of Conservation &
Recreation
Edaville Family Theme Park
Edward M. Kennedy Institute
Fuller Craft Museum
Heritage Museums & Gardens
Institute of Contemporary Art
Isabella Stewart Gardner Museum
John F. Kennedy Library & Museum

Mary Baker Eddy Library
Museum of Fine Arts
Museum of Science
Mystic Aquarium
USS Constitution Museum
New England Aquarium
Patriot Place Winter Skate
Plimoth Plantation and Museum
Roger Williams Park Zoo
Salem Witch Museum
Zoo New England

RECIPROCAL BORROWING

In accordance with Massachusetts General Laws, Ch. 78, sec.19B (1) and (6) in regard to the Minimum Standards for Public Library Service, the Stoughton Public Library is open to all residents of the commonwealth and extends borrowing privileges to all residents of the commonwealth who reside in communities whose libraries have been certified by the Massachusetts Board of Library Commissioners (MBLC) as meeting these minimum standards. Massachusetts regulation 605 CMR 4.01.6 states that public libraries certified for the State Aid to Public Libraries award program must be willing to lend materials to residents of municipalities with certified libraries; by extension, certified libraries are not required to lend materials to residents of municipalities with decertified libraries. The notion of "statewide lending" in Massachusetts is based on reciprocity, or the ability of residents of one community to borrow materials from a library in another community.

Municipalities that close their public library or otherwise do not meet the minimum requirements for the State Aid to Public Libraries award program jeopardize borrowing privileges for their residents, not only at their own library but also at other libraries. If one of those communities does not adequately support its library and thereby forces it to close or reduce its services, the reciprocal relationship between those communities no longer exists, because one community would be paying to operate its library for the benefit of residents of another community that does not do the same.

Furthermore, it is inadvisable to spread the limited resources of staff, materials and service hours even further in difficult fiscal times to serve the residents of another community that chooses not to assume the financial obligation and responsibility in funding their library. The residents of the Town of Stoughton provide the financial support to build and maintain the services and collection of this library. It is appropriate that they enjoy the optimum benefits of that support.

Therefore, the Board of Trustees of the Stoughton Public Library has voted that, until the minimum standards of service are met and certification for the State Aid to Public Libraries award program reestablished, residents of those municipalities which have closed their library due to lack of support or funding and those communities which have been decertified for State Aid by the MBLC will not be granted borrowing privileges at the Stoughton Public Library.

Massachusetts regulation 605 CMR 4.01.1 states "all residents of the commonwealth shall have access to reading and reference rooms under the same conditions as residents of the community." Residents of communities with decertified libraries are therefore welcome to use Stoughton Public Library resources within the library building.