



## **ACCESS AND BORROWING 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.

### **PATRON RESPONSIBILITY FOR BORROWED MATERIALS**

To be eligible to borrow library materials, reserve library meetings spaces, and take advantage of many other services offered by the Stoughton Public Library, library users must fill out a Stoughton Public Library Registration Form and offer proof of name and address. They will then receive an Old Colony Library Network (OCLN) library card that can be used at the Stoughton Public Library and the OCLN member libraries. In signing the Registration Form and receiving a library card, the user agrees to abide by the borrowing policies of Stoughton Public Library and the OCLN member libraries.

Patrons may borrow library materials for personal use only and must adhere to United States copyright laws. Patrons are also required to return any borrowed library materials within the item's borrowing period and in the same condition in which the patron received the item, except for normal wear and tear. Patrons are responsible for paying replacement costs for any lost or damaged library materials borrowed on their library card.

### **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

All microfilm content has been digitized and made available on the Library website. The microfilm collection is for archival purposes only. Stoughton Public Library microfilm is not available to view and is not eligible for inter-library loan.

## MUSEUM AND PARK PASS BORROWING POLICY

These passes provide free or discounted admission to local parks and museums. They are an adjunct service of the Library, approved by the Trustees, to facilitate access to enrichment and educational experiences for Stoughton residents of all ages. In order to be available to as many patrons as possible, please adhere to the policies as stated below.

- It is the responsibility of the borrower to verify correct museum hours before attending.
- As each museum sets its own admission price as well as the amount of the discount available with a pass from the Library, it is the responsibility of the borrower to verify cost of admission before attending.
- Passes may only be reserved and borrowed with an active OCLN 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.

- If a pass is reserved and not picked up or cancelled a \$5.00 charge will be charged.

Passes for museums and parks are selected and deselected according to patron interest and usage. There is no guarantee that Stoughton Public Library will have a discount pass to a specific museum or park, even if the Library has offered a pass to that museum or park in the past.

### LIBRARY OF THINGS BORROWING POLICY

Stoughton Public Library's Library of Things is a collection of miscellaneous items beyond those traditionally available for borrowing from public libraries. These items include tools, electronics, lawn games, and much more, which support the library's mission to provide an opportunity for all to inform and educate themselves by providing a diverse collection of interest to the entire community.

- Items from the Library of Things ("Things") collection may be reserved in advance using the library's online reservation system or by calling or visiting the Stoughton Public Library's Circulation Desk.
- Up to three "Things" may be borrowed by Stoughton residents for approximately one week with an adult OCLN library card in good standing.
- "Things" must be picked up and returned in person from the Circulation Desk at the Stoughton Public Library. They may not be placed in the book drop and cannot be sent to or returned at any other library.
- "Things" may remain checked out to a patron for up to 24 hours after they are returned to allow library staff to verify that all parts and pieces have been returned in the same condition they were in at check out, barring normal wear and tear.
- Patrons who damage or fail to return a "Thing" or any parts that are vital to its use must pay the replacement cost of that "Thing."
- As with all items in the library's collection, not all "Things" are suitable for use by all patrons. It is the responsibility of the borrowing patron to learn how to operate "Things" in a safe and appropriate manner. Library staff are not expected to train or teach patrons on the use of "Things."
- "Things" must be used in accordance with their intended purposes and may not be used in a manner that violates Stoughton Public Library policies or federal, state, or municipal law.
- Borrowers are solely responsible for accident or injury resulting from negligence, use, or misuse of "Things." In borrowing a "Thing," patrons agree that the Town of Stoughton, the Stoughton Public Library, as well as employees of the Town and the Library, cannot be held responsible for any injury or damage that occurs through the use or misuse of "Things."

### 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.