



Gallison Memorial Library

11 Center Street Harrington, ME 04643
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CIRCULATION POLICY

I. ISSUANCE OF LIBRARY CARDS

In order to obtain a library card, patrons must provide a photo ID with their current address. If an address on photo ID is not current, then patrons must provide proof of current address in addition to a photo ID.

- Persons under 18 years of age must have their application signed by a parent or an adult acting in loco parentis for the minor. The person who signs the library card application for a child under the age of 18 is responsible for any outstanding fines, bills or overdue material on the child's library card.
- A library card may be issued to anyone regardless of age.

II. MEMBERSHIP TYPES

- **ADULT RESIDENTS:** Individuals who live in the Town of Harrington are eligible for a library card for no fee.
- **ADULT NON-RESIDENTS:** Property taxpayers or renters (and their families) who do not reside year-round in the Town of Harrington, but who own or rent property in the Town of Harrington, are eligible for a library card for no fee. Families include persons living at the same address.
- **ADULT NON-RESIDENT CARDS:** Individuals who live outside the Town of Harrington in one of the local communities are eligible for a library card for no fee.
- ***JUVENILE RESIDENTS:** Individuals under the age of 18 who live in the Town of Harrington are eligible for a library card for no fee.
- ***JUVENILE NON- RESIDENTS:** Individuals under the age of 18 who reside outside the Town of Harrington in one of the local communities are eligible for a library card for no fee.
- ***STUDENT:** Individuals who attend a trade school, college or university in the state of Maine, but are not residents of the state, are eligible for a library card for no fee.

III. ACCESS TO LENDING SERVICES

- All Gallison Memorial Library cardholders, regardless of membership type, have full access to the library's in-person collections, programs, and services.

IV. CONFIDENTIALITY OF LIBRARY RECORDS

- Absent a court order that personally identifies a library patron, library records may only be disclosed or released to the patron or to someone designated in writing by the patron. Patrons may request information about their library card records over the telephone or through email but must provide a borrower ID number or other identifying information. Access by other individuals is allowed only with the patron's prior permission.
- A library record is not subject to disclosure under the Maine Freedom of Access Act.
- A patron's record is not to be used to determine residency for anyone else.
- Materials cannot be checked out to a patron without that patron's permission. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.
- Patrons may opt in for a checkout history service in the Koha system..
- Cardholders may request to have their cards linked to other family members for purposes of picking up reserved items, paying fines, renewing items, or verifying items checked out.

V. CIRCULATION OF MATERIAL

Loan periods:

Books	3 week lending period	Option to Renew
DVDs	3 week lending period	Option to Renew
Puzzles	3 week lending period	Option to Renew
Inter Library Loan Books	3 week lending period	No Option to Renew

Items on reserve may not be renewed.

- Reference items, reference copies, and any items marked non-circulating do not circulate.
- Renewals: Items requested or reserved by another member may not be renewed. Materials on loan through inter-library loan follow the rules set forth by the lending library. All other items may be renewed two times.

- Inter-library loan: Members are allowed up to fifteen (15) holds at one time through the Koha system. No fees are assessed for this service.
 - Library disclaimer of responsibility for damages: Borrowers take out materials at their own risk. The library will not assume responsibility for damage.
 - Lost/Missing/Damaged Materials: Members are responsible for the replacement costs of missing and damaged materials. For items still in print and available for purchase, list price will be charged. . Library discounts are not applied to the value of library items, since processing materials and labor must be taken into consideration. For items not in print, reasonable replacement costs will be charged for similar materials. A suspension will be placed on a borrower's card for unpaid lost items.
 - Refunds: If a member finds a missing item within thirty (30) days of payment, the item and receipt may be presented for reimbursement. Refunds will not be issued outside of this thirty-day window.
 - Replaced item: Once an item becomes sixty (60) days overdue, the Director will decide on replacement of the item. Refunds will not be issued after an item is replaced even if the item is replaced with a different item. The reason for this is that staff may decide to order a more recent edition of a book, or another item which will be more current, useful or interesting to members than the exact item lost or destroyed.
- *Overdue material: Borrowers will be notified of overdue materials in a timely manner. A bill for the lost materials will follow if the materials are not returned.
- Claims Returned: The library allows the use of the "claims returned" function once per calendar year to clear disputed items from a patron's record. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found.
 - Inter-library: The library acts as an intermediary for borrowers in requesting a loan of materials from other libraries. These transactions are referred to as inter-library loans. All fines or fees charged by the lending library will be paid by the borrower.

VI. FINES

The Library Director is authorized to develop operational procedures to encourage the timely return of materials on loan, and to ensure availability of materials to other patrons.