

FEES, FINES, AND OTHER REGULATIONS

In addition to those stated in other specific policies, the Board of Library Trustees has approved the following fees, fines, and other regulations:

Checkout Procedure:

In order to check out library materials, patrons must present a valid Minuteman Library Network card, an electronic scan of the library card's barcode, or other acceptable identification (driver's license, State ID card, passport, utility bill). When issuing a library card to a patron who is unable to verify his/her address, the library will allow patron to check out two items and will then mail the library card to the person.

Loan Periods

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|----------------------------------|------------------------------|
| Museum Passes | See Museum Pass Policy |
| Non-MLN Inter-Library Loan items | Specified by lending library |
| All other items | 3 weeks |

Overdue Fines

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|-----------------------------------|--------------|
| Museum Passes: | 5.00 per day |
| Non-MLN inter-library loan items: | 1.00 per day |

Maximum Fines:

| | |
|---|-------|
| Museum Passes: | 25.00 |
| Non MLN Inter-Library Loan Items (MLN Policy) | 50.00 |

Miscellaneous Charges

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|--|---------------|
| Lost item (borrower may replace item, rather than pay for it) | Price of item |
| Microfilm/Microfiche printing | .15 per page |
| Wireless printing | .15 per page |
| Missing barcode | 2.00 |
| Missing AV cover | 2.00 |
| Missing Playaway battery cover | 1.00 |

Delinquent Library Card

It is Minuteman Library Network policy that a library card with more than \$10.00 in charges or a billed item (may be less than \$10.00) on it is considered “delinquent.” Charges may include unpaid fees and/or fines, charges for damaged materials, price of items not returned. Delinquent cards are automatically unable to be used to check out library materials, place reserves on library material, or renew library materials.

Renewals

The Minuteman Library Network features two automatic renewals for most checked out materials.—
The following four item types may not be renewed:

1. Museum passes
2. Materials that are on request for other patrons
3. Non-Minuteman Library Network Inter-Library Loan materials
4. Items that have been automatically renewed twice

Requests

Patrons may place requests on all checked out library materials. When placing a request by telephone or other electronic device, patrons must supply their library card number.

If a patron is picking up a requested item and does not have the library card under which the hold was placed with him/her, the following courses of action are offered:

1. Check out the hold, if the patron presents the email (electronic or print format) that announces the item is available for pickup
2. Call the requesting patron for verbal authorization for patron to pick up reserved item
3. Use the established permission-granting system
 - a. Written permission slips
 - b. Pop-up message in patron record

Inter-Library Loan

Patrons may request that items be borrowed through the inter-library loan/network transfer system of the Minuteman Library Network and the State Regional Library System. This service is subject to Minuteman Network and Regional Library System guidelines. If an item cannot be obtained from these sources and the patron is willing to pay the charges that occur when borrowing items from out-of-state sources, the library will request the item for the patron. Charges must be paid by check at the time the item is requested.

Library Items-By-Mail

The Needham Post Office will deliver and pick up library items (books, DVDs, CDs, etc.) for Needham address people who cannot get to the library. There is no charge for this service (library or post office). Items will not be sent to out-of-Needham addresses.

Lost, Damaged, or Missing Items

Patrons will be charged the full price for lost, damaged, or missing items.

Patrons have the option of replacing items.

The library will not make refunds when lost and paid items are found by borrowers.

Guidelines

Patrons who have problems that fall outside the guidelines of this policy should be referred to the Library Director.

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