

Circulation and Interlibrary Loan Policy Williamstown Library

The following are rules and regulations of the Williamstown Library. These are effective April 25, 2007 as adopted by the Board of Trustees of the Williamstown Library. *(Amended October 28, 2009; April 4, 2011, October 13, 2015 and August 10, 2021)*

- I. New Cardholders:
 - A. Complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License) which has the individual's current address. If the address information on the picture ID is not current, then another form of identification must be presented which verifies the individual's current address (i.e. a piece of mail or bill). Individuals who do not possess a valid picture ID must present two documents that verify current address.
 - B. Individuals will be able to sign out only (1) item until Library is presented with confirmed current address.
 - C. Children 14 and under must apply with a parent or guardian and that adult's signature is required on their registration form.
 - D. There will be \$1.00 charge to replace a lost or damaged library card.

- II. Overall Policy
 - A. There is an overall limit of (20) items at one time on a library card.
 - B. Library cards must be renewed every year.

- III. Loan Periods:
 - A. New Books are loaned out for 14 days.
 - B. Video material is loaned out for 7 days; 2 per family.
 - C. All other books are loaned out for 28 days.

- IV. Holds:
 - A. Materials will be available for pickup for 1 week after they are processed.
 - B. Holds may be placed either in person or online.
 - C. There is a limit of 10 holds per patron.

- V. Renewal Policy:
 - A. All items (except video & new items) may be renewed once.
 - B. Video and New items may not be renewed.
 - C. Renewals may be done over the phone, in person or online.

- VI. Overdues and Fines:
 - A. Our library is currently fine free for all circulating items.
 - B. If a library item is determined to be lost or damaged beyond repair, the replacement cost is listed in the individual's record for that item. This amount could vary if the item was loaned from another library. Until the damaged item is paid for, the user may not borrow any items.
 - C. Borrowing privileges will be suspended if user has five or more overdue items, and will not be restored until such materials are either returned or paid for.
 - D. If a book or other material is damaged beyond repair, the borrower is required to pay the billed amount.

VII. Interlibrary Loan

The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

A. Definition:

An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the ICEPAC or OCLS systems.

B. Patron Status:

- a. Patrons must have a library card in good standing to use the Interlibrary Loan service.
- b. Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

C. Borrowing Rules:

- a. Ten active requests are permitted at any one time per patron. A request is active from the time it is initiated until the item has been returned and checked in at the lending library and the record has been cleared.
- b. Materials will be available for pickup for one week after they are processed. If an item was not picked up, it will not be requested again.
- c. Interlibrary Loan materials are checked out for 14 days, unless specified otherwise by lending library
- d. Interlibrary Loans may be renewed twice only if the lending library permits renewals.

D. Charges:

- a. The Library does not charge fees for Interlibrary Loan services.
- b. The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans or requires a shipping fee via the mail, the item will be requested only if the patron agrees to pay the fee.
- c. The patron is responsible for overdue fees, repair or replacement costs. The Library will make an effort to collect any such charges from the patron who received the materials.