

Thompson Free Library  
Circulation Policy  
July 2018 (Revised September 2019)

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**I. Library Cards**

The Thompson Free Library serves all members of the Dover-Foxcroft community. The library’s policies are guided by the Library Bill of Rights, which states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

All borrowers must be registered and have a valid Thompson Free Library card to check out library materials.

**Resident, Property Owner, Student and Educator Cards:**

Library cards are free to those who live or own property in Dover-Foxcroft, or students and educators who attend/teach at SeDoMoCha or Foxcroft Academy.

Verification of identity and documentation of resident, property owner, student, or educator status are required to obtain a free card.

- **Resident Adult:** Valid ID and documentation of current street address such as a utility bill, non personal mail, or rent receipt (if not on ID)
- **Property Owner:** Valid ID and tax bill or tax receipt
- **Student:** School ID, report card, or other paperwork showing current enrollment at SeDoMoCha or Foxcroft Academy
- **Educator:** School ID or pay stub showing employment at SeDoMoCha or Foxcroft Academy

**Non-Resident Cards:**

Library cards are available, for an annual fee of \$20.00, to patrons who do not meet the criteria for a free library card.

Non-resident cards are issued in one name only, but can be used by all family members living at the same address, as authorized by the cardholder.

**Minors:**

Children ages five and older are eligible to register for a library card. Minors under age fourteen must have a parent or guardian co-sign their library card application.

The co-signer may verify the identity and status of the cardholder and is responsible for all fines and fees associated with the card.

The responsible adult's signature acknowledges the understanding that the Thompson Free Library does not withhold access to materials from any cardholder regardless of age.

**Businesses and Nonprofits:**

The library is happy to partner with community organizations to provide materials, resources, and information. Library cards are issued in the name of the local business or nonprofit, and users are authorized by a designated party.

**Card Renewal:**

Cards must be renewed on an annual basis. In order to renew a library card, patrons must produce identification and must clear all outstanding bills. Library cards that have been expired for three years are deleted from the database if there are no fines on the account.

**Service Without a Card:**

Service will be provided to borrowers who have forgotten their library cards if their registration information is available within the system. Proof of identity may be required.

**Restrictions:**

Student cards may only be used by the registered cardholder. Students may not authorize family members or other users to check out materials on their account.

## *II. Lending Policies*

### **Loan Periods:**

To make materials available to all library users on an equal basis, the Thompson Free Library sets limits on loan periods:

- Books & Music CDs 3 weeks
- Audiobooks, Magazines, and New Books 2 weeks
- DVDs 1 week
- Microscope, State Park Pass, Telescope Varies by item

### **Extensions:**

If the due date falls on a holiday or a day when the library is closed, the loan period will be extended until the next day that the library is open.

Extended loan periods may be available upon request at the time of checkout.

### **Non-Circulating Materials:**

Newspapers, special collection items, reference materials, and current issues of magazines may be used in the library but are not available for loan.

Copies can be made for patrons needing information from non-circulating items. There is a charge of \$0.20 per page for all copies made using library equipment.

Reference materials may be made available for loan at the discretion of library staff.

### **Loan Limits:**

Holders of new library cards will be restricted to checking out a total of three items on their first visit, one of which may be a DVD. The three item/one DVD limit will be lifted once those items are returned.

After the first check-out, library patrons may have a total of thirty items checked out at any given time. Up to three of these items may be DVDS.

A limit may be placed on any material which is in high demand, such as books used for school projects.

### **Renewals:**

The renewal of Thompson Free Library materials may be done in person, over the phone, or online. Items may be renewed up to three times if there is no waiting list for the title. Any item that is on a holds list cannot be renewed.

**Lost and/or Damaged Materials:**

Materials borrowed from the Thompson Free Library are the responsibility of the library patron. Any patron who borrows and loses a library item or damages it beyond acceptable use is responsible for the cost of replacement. In the case of children under the age of fourteen, it is the parents' responsibility to pay for lost or damaged items.

**Waiver:**

The library has the option of reducing or waiving replacement charges if this action is warranted by extenuating circumstances.

**Suspension of Borrowing Privileges:**

Borrowing privileges can be suspended for the following reasons:

- If the total amount of fines owed Thompson Free Library exceeds \$10.00 on the patron's account
- If any item is overdue by more than twenty-one days, until this item is returned or the replacement cost paid
- If the library determines that confirmation of a borrower's Dover-Foxcroft address or other pertinent registration information is needed

Parents or guardians whose library cards are blocked due to fines or lost items are not allowed to use their child's card until their own record has been cleared. A child may continue to use their own card to check out materials if their parent/guardian's card is blocked.

### *III. Interlibrary Loans*

Materials may be requested for patrons from other libraries when these materials are not available at the Thompson Free Library. Loan periods for interlibrary loan items are determined by the lending library and renewals are subject to their policies.

An individual may have up to four active interlibrary loan requests at any given time. Requested materials can be in any format, but library users may only request two audio/visual items at one time.

Interlibrary loan items are due by the date indicated by the lending library. An individual's habitual failure to return interlibrary loan materials in a timely manner may result in loss of the privilege in order to preserve the privilege for other library patrons.

Borrowers are responsible for the cost of replacement of lost, damaged, or otherwise billed interlibrary loan items.

### *IV. Confidentiality of Records*

The Thompson Free Library abides by Maine Statute Title 27, Chapter 4-A, Section 121, which states that library records that "contain information relating to the identity of a library patron relative to the patron's use of books or other materials at the library are confidential."

Accordingly, the Thompson Free Library does not make available the records of patron transactions to any party except in compliance with the law. Minors are afforded the same privacy rights as adults.