

CIRCULATION POLICY

One of the stated goals of the Seekonk Public Library is to “exceed the expectations of library customers”. In establishing this Circulation Policy, the Board of Library Trustees seeks to (1) maximize the circulation of library materials, (2) insure that all library card holders have equal and fair access to library materials, and (3) provide library customers with convenient access to library materials.

The Board of Trustees authorizes the Director to establish terms and conditions consistent with Massachusetts rules and regulations and existing library network agreements for the borrowing of all library materials. These shall include but are not limited to the length of borrowing periods, the number of items lent, and the number of renewals allowed.

The Board shall establish a schedule of fines in order to encourage the efficient and fair circulation of materials. At its discretion, the Board may establish maximum fines per item or per user that may be imposed. The Board may also exempt classes of users from the payment of fines.

The Board of Trustees authorizes the extension of library services to out-of-state residents who acquire a library card. All out-of-state residents except for those employed by the Town of Seekonk must pay annually a fee established by the Board to obtain a library card.

The Seekonk Public Library will extend basic library service to out-of-state residents who are issued library cards by other members of the SAILS library network only when those cards are issued according to the policies and procedures established by the SAILS network.

The Seekonk Public Library will provide certain services only to those holding valid Seekonk library cards. These services include, but are not limited to, borrowing materials, participating in programs, classes and using the library computers. The Board of Trustees authorizes the Library’s Director to determine which services will require the user to hold a valid library card.

The Library Director shall submit annually to the Board of Trustees for its review and adjustment (1) the rules for borrowing materials and (2) the schedule of fines collected. The

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Board shall also review annually the out-of-state user fee and make adjustments accordingly. The Board reserves the right, however, to review and modify any of the above when it deems necessary.

Approved by Board of Trustees on 6/21/2005. Revised on June 20, 2007. Revised on January 18, 2012.