

# **Freetown Public Libraries**

## **Circulation Policy**

### **About Freetown Public Libraries**

The Freetown Public Libraries are a member of the SAILS cooperative network. Currently, Freetown has two Libraries: The James White Memorial Library in East Freetown and the Guilford H. Hathaway Library in Assonet.

### **What is SAILS?**

SAILS is a non-profit, private corporation primarily funded through membership fees and significant support from the Massachusetts Board of Library Commissioners (MBLC). SAILS provides resource sharing, direct & equal access, and meets patrons' needs, through cooperation, leadership and technology. SAILS, Inc. runs and supports the Enterprise Online Catalog and Circulation systems for 70 libraries and branches throughout 39 communities in Southeastern Massachusetts.

### **How to obtain a library card?**

Library Cards may be obtained by residents residing in any of the towns or cities that are part of the SAILS Network. Children can get a library card when they turn five (5), but all children signing up for a library card must be accompanied by a parent/guardian. Library cards are issued free of charge. Patrons can also apply online at [www.sailsinc.org](http://www.sailsinc.org) for a temporary library card, online registration becomes active immediately. Library cards created online are temporary and users must come into the library within three (3) weeks with a valid photo ID to be issued their permanent library card. Library cards expire every three (3) years. Patrons must bring a valid photo ID to either Freetown library to get their card renewed.

### **Using your library card at another library**

Freetown library cards can be used at any of the SAILS Network libraries. Patrons **MUST** have their library card to check out items at other libraries.

### **Loan Periods**

- Books, magazines, audiobooks, DVD Sets and CDs are checked out for three (3) weeks.
- DVDs, Hotspots, Games, and Kits are checked out for one (1) week.
- Museum Passes are checked out for three (3) days.

### **Museum Passes, ETC.**

The Freetown Public Libraries have passes available to several museums, parks and zoos that offer free or discounted admission. While passes cannot be guaranteed on a certain day, the library can hold passes reserved by phone for one (1) hour. Passes are checked out with a SAILS library card and **MUST** be returned inside at the library it was checked out from. Museum Passes are checked out for three (3) days. Museum passes that are returned late are subject to late fees of \$5.00/day. For more details or to check availability, please call the library. A full list of passes can be found on the SAILS website at:

<https://www.sailsinc.org/museum-passes-at-libraries>

## **Renewals**

Items can be renewed up to two (2) times as long as there are no holds on the items. All items eligible for renewal will be automatically renewed.

## **Blocked Patrons**

If a patron does not return the items that they have borrowed their account will eventually be **BLOCKED**. When a patron owes \$10.00 or more in overdue or damaged/lost item fees their library account becomes **BLOCKED**. Patrons will remain blocked and unable to borrow materials until the materials are returned, or fees are paid to be below \$10.00. This is a procedure that is put into place by the SAILS Network.

## **Overdue Materials**

Patrons will be notified if they have overdue materials either by email, text message, phone call, or a written letter.

## **Overdue Fines**

Freetown Public Libraries do not charge overdue fines on materials except for the Hotspots and Museum Passes. Hotspots and Museum Passes are subject to late fees of **\$5.00/day**. Fines can be paid in person at any SAILS Library via cash or check. Fines can also be paid with a debit/credit card by logging into your account on the SAILS website, but will be subject to a small fee.

## **Damaged and Lost Items**

If a patron damages or loses an item that belongs to Freetown Public Libraries, they can either pay the item's cost listed in the system, or buy a replacement. Replacements purchased by a patron must be in new condition and the same format as the lost/damaged item. If a patron damages or loses an item belonging to another library, that library must be contacted in order to determine their policy.

## **Commonwealth Catalog**

The Commonwealth Catalog (ComCat) allows library users to locate and request library materials from all across the state, and have them delivered directly to their home library. Patrons can log on the Commonwealth Catalog with their library card by visiting <https://commonwealthcatalog.org>. Library staff can assist with the Commonwealth Catalog if needed. Patrons may request up to ten (10) items at a time and the items may be checked out for four (4) weeks. Items borrowed from the Commonwealth Catalog are not eligible for renewals. Items **MUST** be returned to the library that the item was borrowed from.

## **Libby by OverDrive**

Libraries in the SAILS network have access to digital content (i.e. eBooks, audio books and digital magazines) with Libby by OverDrive. Patrons may use their Freetown Library Card to login and access Libby either online or by downloading the Libby app to their phone or tablet. Patrons may borrow six (6) items and have ten (10) items on hold. Items can be checked out for 7, 14 or 21 days and are eligible for renewal as long as there are no holds. Items not returned by the patron will be automatically returned after the loan period has lapsed.