FREETOWN PUBLIC LIBRARIES

CIRCULATION POLICY

ABOUT FREETOWN PUBLIC LIBRARIES

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

WHAT IS SAILS

SAILS is a non-profit, private corporation, funded by the member libraries, Govern & State grant as well as private grants. SAILS provides resource sharing, direct & equal access, and meets every patron's needs, through cooperation, leadership and technology.

HOW TO OBTAIN A LIBRARY CARD:

Library Cards may be obtained by both residents of Assonet and East Freetown with a current proof of residency. A parent/guardian may apply for a card for their child who must be between the ages of 5 to 16 only if the parent/guardian's account is in good standing with the library. Library cards are issued for no charge. Patrons can also apply online at www.sailsinc.org for a temporary library card. Online registration becomes active immediately. A patron is allowed to place up to six holds, checkout materials and download Overdrive/ Libby books and music. Online registration is simply a temporary library card; you have three weeks to come to the library with identification to be issued your permanent library card.

USING YOUR LIBRARY CARD AT ANOTHER LIBRARY:

Most public libraries in Massachusetts will accept your SAILS library card. You can return materials borrowed from any SAILS network library to your own library or any other SAILS network library. The materials will be returned via the delivery system. Patrons should have their library card to check out materials. If they do not have their card, many libraries will not allow them to check out materials. Freetown Public Libraries will allow materials to be checked out without a card as long as you have proof of identification with you.

MUSEUM PASSES, ETC.

The Freetown Public Libraries have Family passes available to many museums, parks and zoos. For example: Buttonwood Park and Zoo, Edaville, The Museum of Science. For a complete list please visit www.freetownpubliclibraries.org. You can reserve a pass by either visiting the library or phoning the library to reserve the passes that you may want. The passes are checked out to you account for a certain period of time after which they must be return to your Library so that another Library patron can use them.

SAILS CATALOG ALSO KNOW AS ENTERPRISE

This is an online catalog, which patrons access through the sails network. To access this catalog patrons simply use www.freetownpubliclibraries.org. Here patrons will find materials that are available in either the Guilford Hathaway Library or the James White Memorial Library. Patrons simply type in the title that you are looking for and a list of libraries that own this title. If the Hathaway or the White Library does not own this title patrons can place a "HOLD" on it at another library. Patrons will need their library card number and their pin number to place a "HOLD". If patrons placed a "HOLD" on title from another library, that title will be delivered to the patron's library of choice, either the Hathaway Library or the James White library. The library now offers a choice of the way that patrons are notified that their materials are ready for pickup, email, text message or voice notification. Upon signing up for a library card, the patron must inform the librarian as to what method of notification he/she prefers. Patrons can also designate to which Library they want their materials delivered to and the patron will pick their materials up once they have been notified that they have arrived. Patrons can bring back their materials to any SAILS network library. If a patron does not have a computer or a way of placing "HOLDS" for themselves, they can either phone one of our libraries or visit one of our libraries and a staff member will be happy to place the "HOLD" for them. Patrons can also renew their material online at the same website that they placed the "HOLD"

COMMONWEALTH CATALOG

As a member of the SAILS network our patrons enjoy access to the Commonwealth Catalog which enables them to borrow from participating libraries across the state of Massachusetts. Patrons are able to log on the Commonwealth Catalog at home via the website https://commonwealthcatalog.org/MVC/ with their SAILS library card number and their PIN number. If they prefer to come into the library, the staff will be able to search for items that they are looking for and place "HOLDS" on their behalf. They may request up to ten items at a time and the items may be checked out for a four week

period. There are no renewals for items borrowed from the Commonwealth Catalog and they must be returned to the library that the item was borrowed through. This greatly enhances our ability to provide access to materials that are not found in the SAILS network.

OVERDRIVE/LIBBY

Libraries in the SAILS network have access to digital content (i.e. eBooks and audio books) via OVERDRIVE or the newer platform, known as LIBBY. Using their SAILS library card and PIN number, patrons are able to log on to OVERDRIVE via the website https://www.overdrive.com/. They may also access the content via the OVERDRIVE app or the LIBBY app. These platforms provide patrons with the opportunity to borrow eBooks and audio books. Patrons may borrow up to six titles at one time and may place up to ten on "HOLD".

LOAN PERIODS:

Books, magazines, audio book have a three week loan period. DVDs can only be checked out for one week loan period. Downloadable books and music have one to two week loan period. When downloadable materials are due, they will automatically be removed from your device.

RENEWALS:

In FY19, the SAILS Library Network implemented a new renewal practice. The major of the libraries that are a part of the SAILS Network adopted the new renewal practice. The new practice is call **Auto-Renew** and it works as followed: 3 days before an item is due, an Autorenewal notice is generated. Notices are delivered either via Email or Text message. Voice notification patrons will not receive a notice unless they have an email address in their record but their checkouts will be renewed as well if it is possible.

Only items that can be renewed and which have not reached their renewal limit are eligible for Autorenewal. The due date of the Autorenewals will be based on the original checkout date.

Once the autorenewal notices are sent out a send remind notice is generated. This will be different that the reminder notice that will go out to nonparticipating libraries because they will list items due in 3 days and specifically say they are not eligible for automatic renewal. Voice notification patrons will receive a reminder notice if they have not opted out of the notices but they will still receive a generic reminder call. Renewals are based on where the circulation transaction took place not the home

library of the patron. The renewal takes place immediately and are recorded as a circulation transactions. Materials that have holds on them are not automatic renewed because there are patrons on the "HOLD" list for these materials.

LOAN LIMITS:

We currently do not have any loan limits. We ask that a patron does not take out more materials than they can keep track of.

LIBRARY STAFF DOES NOT CENSOR VIDEOS/MOVIES FOR MINORS!

BLOCKED PATRONS:

If a patron does not return the items that they have borrowed either at their own library or another library, their account will eventually be **BLOCKED**. Also, when a patron owes $10.00 or more their account they are **BLOCKED**. What this means is that that patron will not be allowed to borrow materials from any libraries until the materials are returned, fines are paid and if the materials are lost, they must pay for them. 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 over fines on our materials. If a patron borrows materials from another library that does charge late fees they are bound by that Libraries' policy.

DAMAGED AND LOST ITMES:

Freetown Public Libraries does charge for lost and damaged materials. The price depends upon how much the library purchased the item for. We do accept replacement copies from the patron as long as it is new. We allow them to purchase the same title that they have lost and they give it to the library. This procedure will clear the patron's account from any charges associated with the lost/damaged material.

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FREETOWN TOWN CLERK
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