

TOPSFIELD TOWN LIBRARY

BORROWING POLICY

Applying for a Library Card

Topsfield Residents

All residents of the Town of Topsfield aged six and older, with proof of Topsfield residency (i.e. driver's license, mail, student ID, paystub), are eligible to receive a library card. By applying for a library card, applicants agree to these borrowing policy guidelines. A cardholder is responsible for all materials checked out on their card.

Apply In-Person or Online

Residents of Topsfield are able to apply for a library card in-person or online using our [Online Library Card Application](#). For online applicants, the library card is sent to the Topsfield address submitted on the application, which serves as proof of residence.

Temporary Cards for Topsfield Residents

If a patron is unable to show proof of Topsfield residency upon registration, we can issue a local-use only temporary card; patrons will have thirty days to bring proof of residency to the Topsfield Town Library Circulation Desk to convert their card to a full card. Patrons with a temporary card are limited to borrowing three items, and temporary cards cannot be renewed.

Residents of Other Towns in Massachusetts

Resident of Town in the Merrimack Valley Library Consortium (MVLC)

Residents of [other towns within the MVLC](#) should apply for a card at the library in their town of residence. The patron will be able to borrow materials here in Topsfield and from all MVLC member libraries.

Resident of Towns Not in the MVLC

Residents of towns outside of the MVLC must first apply at the library in their town of residence for a card. The card from their hometown library can then be registered in our system at any MVLC library and may be used at all MVLC member libraries. Patrons must fill out the New Patron Application Form in-person and provide identification (i.e. driver's license, mail, student ID, paystub) at the Circulation Desk for registration.

If a patron does not have a library card from their current town of residence, we can issue a local-use only temporary card; patrons will have thirty days to obtain a full card from the library in their town of residence and present it at the Topsfield Town Library Circulation Desk to convert their card to a full card. Patrons with a temporary card are limited to borrowing three items, and temporary cards cannot be renewed.

Living Out of State but Working in Topsfield

The Topsfield Town Library will issue a local-use only library card to those who work in Topsfield but live outside of the Commonwealth of Massachusetts. This allows patrons to *only* borrow physical materials from the Topsfield Town Library. Patron must fill out the New Patron Application Form in-person and provide proof of employment in Topsfield and identification to the Circulation Desk for registration.

Decertification Statement

Topsfield Town Library regretfully declines to extend borrowing privileges and library services to Massachusetts public libraries that are not certified, and to residents from Massachusetts communities that do not have certified libraries. [See our decertification statement for more information.](#)

Replacement Cards

We will issue Topsfield residents replacements for lost or damaged library cards at no charge.

Borrowing Material and Limits

Unless otherwise noted, there is no limit on the amount of items that can be borrowed from the Topsfield Town Library.

Item	Loan Period	Total Renewals (if eligible)	Notes
Books	3 weeks	2	
“Hot Titles” Book Collection	3 weeks	No renewals	
“Hot Titles” DVD Collection	1 week	No renewals	
Audiobooks/ Playaways	3 weeks	2	
DVDs	1 week	2	
Library of Things items	2 weeks	No renewals	Items can be renewed on a case-by-case basis by asking at the Circulation Desk
Music CDs	3 weeks	2	
Magazines	1 week	2	
Children’s Room tablets	1 week	No renewals	Limit of one per family and must be returned to the Children’s Room desk
Museum Passes	1 day	No renewals	Limit of one museum pass per day
Reference	In library use only		
Newspapers	In library use only		

Renewals

Library material that is eligible for renewal can be renewed twice. Items are not eligible for renewal when another patron has requested the item, the borrowing patron has reached the maximum amount of renewals allowed, or the item type is not eligible for renewal (see above chart).

If eligible, items borrowed from the Topsfield Town Library will automatically renew three days before their due date. Patrons who have an email address on file will receive a notification indicating which items have been renewed.

If a patron has borrowed an item at another library, the Topsfield Town Library honors the renewal policy of that library. Exceptions must be discussed with a staff member. A patron with questions about renewing items may contact the owning library for assistance.

Materials that have been requested from outside of MVLC may have due dates that differ from Topsfield-owned items. It is vital to adhere to these due dates; borrowing privileges with libraries outside of the MVLC are jeopardized if the due dates are not honored. Patrons who do not return these materials on time may lose borrowing privileges.

Questions regarding materials from outside of MVLC may be directed to the Reference department.

Late Fines

The Topsfield Town Library does not charge fines for late or overdue items borrowed at the Topsfield Town Library.

Patrons should be aware that policies at other libraries may differ; patrons may be subject to fines if material was checked out at another library in the MVLC that charges fines for overdue items. The Topsfield Town Library adheres to the policies of other libraries.

Overdue Notices

Notices are sent via email to patrons three days before the due date to remind patrons of material due dates (and if they have been automatically renewed, if eligible). Patrons are encouraged to opt into email notification to receive these notices. Billing notices for the item are mailed to the patron after an item is overdue for 45 days.

Emailed Courtesy/Automatic Renewal Notice: Sent via email three days before due date

Emailed Overdue Notice: Sent via email fourteen days after the original due date

Mailed Billing Notice: 45 days after due date

Phone Calls: Staff may do follow-up calls to resolve outstanding issues

Block on Patron Card

Blocks on a patron's card are generated automatically when the patron has \$20 or more of unresolved bills and/or fines. A block may also occur when a patron has twenty overdue items on their card.

A block on a patron's card means that their borrowing privileges are suspended in all MVLC libraries until unresolved bills and/or fines are paid, lost items are returned, or overdue items are returned or renewed (if eligible).

Lost and Damaged Items

An item will be marked as "lost" and billed to the patron's account if it is overdue for more than 45 days. Patrons are charged the full price for each lost item. If the lost item is returned undamaged, the bill is waived and borrowing privileges restored.

If the lost item cannot be located, or a returned item is considered damaged, payment must be collected before the patron's borrowing privileges are restored. The Topsfield Town Library does not accept replacement copies of any items.

Payment for lost and damaged materials can be made at any MVLC library via cash or check, or using a credit or debit card online through your library account (\$5 minimum required to pay using a credit/debit card).

Other MVLC libraries may have different policies for their materials; the Topsfield Town Library adheres to the policies of the library which owns the item.

If a lost Topsfield item is found after payment is made, we cannot issue a refund. Patrons may keep items for which they have paid.

Age Restriction and Library Material

There are no content restrictions on borrowing. Parents, guardians, or caretakers are exclusively responsible for deciding what their child may read, view, or hear. Members of the library staff cannot be expected to act *in loco parentis* in permitting or denying access to any library materials to a patron based on age.

Hold Policy

Patrons can request circulating items from any library in the MVLC for pickup here in Topsfield. Holds can be requested online through the patron's library account, over the phone, or in-person at the Circulation or Reference Desk.

Patrons can opt to receive notifications that requests are ready for pickup via email, SMS/Text Message, or by phone call. We hold materials for patrons for seven calendar days before they move onto the next patron.

Rapid Pickup

Patrons can request [Rapid Pickup](#) for materials available for pickup at the Topsfield Town Library. Rapid pickup can be requested by either calling the library's service desks or emailing

ask@topsfieldlibrary.org. Items will be bagged and available for pickup during our hours of operation in the library's vestibule.

Museum Passes

The [Friends of the Topsfield Town Library](#) fund the museum pass program. Passes may be borrowed by anyone with a Massachusetts library card in good standing. Reservations may be made up to one month in advance on the library's website, in-person, or by calling the library. Residents of towns outside of the MVLC must register their library card at a library in the consortium first before reserving their pass online.

Summary of Changes

Approved by the Board of Library Trustees on December 13, 2022; edited for clarity and addition of new services offered by the library.