



The Topsfield Town Library assists patrons with checking in and out library materials, including holds.

Library Cards

Cards are issued to individuals who provide proof of Topsfield residency. Children ages six (6) through eighteen (18) can be issued a card with a parent/legal guardian and proof of residency. Children ages six (6) to twelve (12), can be issued a card in the Children’s Room.

A cardholder is responsible for all materials checked out on their card. If the cardholder is under the age of 18, their parent/legal guardian is responsible for materials checked out on that card.

Residents of other towns in Massachusetts

Residents of other towns within MVLC must go to their own hometown for a library card. This card can then be used at the Topsfield Town Library.

Residents of towns outside of MVLC must go to their own hometown for a library card. This card can then be registered in our system and may be used at all MVLC member libraries.

Living out of state but working in Topsfield

A local-use only card can be issued. Patron must present proof of employment in Topsfield and an ID to the Circulation Desk for registration.

Out-of-State

The library can register out-of-state patrons for a local-use only card.

Borrowing Material and Limits

Item	Loan Period	Renewal	Notes
Books	3 weeks	2	
“Hot Titles” Collection	3 weeks	No renewal	
Audiobooks	3 weeks	2	
DVDs	1 week	2	
Music CDs	3 weeks	2	
Magazines	3 weeks	2	
Children’s Room tablets	1 week	No renewal	1 per family; must be returned to Children’s Room desk
Museum Passes	1 day	No renewal	
Reference	Non-circulating		
Newspapers	Non-circulating		

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. Renewal policies of other libraries may vary and Topsfield honors all other libraries' policies. Exceptions must be discussed with a staff member. If a patron has questions about renewing items, they can contact the library's circulation department for assistance.

Materials that have been requested from outside of MVLC may have due dates that differ from Topsfield-owned items. These due dates must be adhered to. Borrowing privileges with libraries outside of MVLC are jeopardized if due dates are not honored. Patrons who do not return these materials on time may lose borrowing privileges.

LATE FINES

The Topsfield Town Library does not charge fines for late items. However, patrons should be aware that other MVLC libraries do charge fines and patrons may be subject to fines if material was checked out at another location. The Topsfield Town Library honors all other libraries' policies.

OVERDUE NOTICES

Notices are sent to patrons to remind them of material due dates. Renewal of items prior to the item's due date eliminates the generation of overdue notices. Patrons are encouraged to opt into email notification. Patrons will then receive library notices via email.

Emailed Courtesy Notice: 3 days before due date

Emailed Overdue Notice: 14 days after original due date

Mailed Billing Notice: 45 days after due date.

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

Block on Patron Card: Generated automatically when patron has \$20+ of unresolved fines.

What does a block mean: A block on the patron's record means that their borrowing privileges are suspended in all libraries in MVLC until lost items are either paid for or returned.

Lost/damaged items: Payment for lost or damaged items must be collected before the patron's borrowing privileges are restored. Payment may be made at any MVLC library. The Topsfield Town Library does not accept replacement copies of items, only payment for the lost item. Payment may be made in cash or check made out to the Topsfield Town Library. Other MVLC libraries may have different policies that must be adhered to. If a lost Topsfield item is found after having made payment, money cannot be refunded. The patron may keep the item that they paid for.

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.

MUSEUM PASSES

The Friends of the Topsfield Town Library fund the museum pass program. Passes may be borrowed by anyone over the age of eighteen (18) with a library card in good standing. Patrons may reserve one pass per day. Reservations may be made up to one month in advance on the library's website, in person, or by calling the library.

Date	Reason for update
2007	Policy created
12/2015	Updated for new ILS system
11/14/2018	Updated for new ILS system, added logo, change in museum passes policy, and clarifying statements. Removed reference to signed internet policy.