



CIRCULATION POLICY

Registration and Membership Fees

To apply for a card, fill out the application at the circulation desk, or apply for a temporary 30-day library card through the CLAMS website at <https://library.clamsnet.org/>. Library cards are free for all Massachusetts residents and Island property owners. Non-Massachusetts residents pay a \$10 annual fee. Minors under the age of 14 may obtain a library card with the signature of a guardian or caretaker, who will be responsible for all overdue fines, damaged and lost material on the card. Except in the case of a minor, Photo ID is required when applying for a library card. A CLAMS card entitles the user to full services at any library within the CLAMS consortium. In order to check out materials, patrons must present their library cards. Each patron shall have only one valid card issued in his or her name.

Loan Periods

Books, magazines, and Audiobooks on CD circulate for two weeks. DVDs circulate for one week.

The current issue of magazines does not circulate.

Newspapers do not circulate.

Reference materials circulate at the discretion of the Director.

Digital audiobooks and e-books may be checked out for either 7 or 14 days. Many titles can be “returned” early, allowing patrons to check out other titles. There is a limit of 5 digital checkouts at one time.

Renewals

Materials may be renewed in person, by email or by phone if they do not have holds. Materials may be renewed on the library answering machine when the library is closed. There is a one day grace period following the due date where no overdue fine is incurred.

Holds

Materials may be reserved in person at the desk, through email, or via the CLAMS catalog website. Materials on hold for patrons will remain on the hold shelf for seven open business days.

Fines and Fees

DVDs: \$1 per day (\$3 maximum per item)

Other materials: 10 cents per day (\$3 maximum per item)

Lost/damaged materials: Lost or damaged materials must be paid for at replacement cost. Each adult is responsible for materials charged to his or her card. Parents and legal guardians are responsible for the replacement of materials charged to their children's card.

Lost card replacement fee: \$1

Service Fees

Printing & photocopies: First five pages are free; after the first five pages, there is a charge of 20 cents per page.

Fax: 20 cents per page.

Scans: no charge.