

Circulation Policy

The Ventress Memorial Library performs its circulation activities in association with OCLN, which provides and maintains the Sirsi/Dynix automation software. This system allows staff to loan, receive, and reserve materials statewide quickly and efficiently. Patrons may know at any given time what materials they have borrowed, reserved, or have overdue.

Material Type / Loan Period

Books:	14 days	
Magazines:	7 days	
Audio Books:	14 days	
DVDs:	7 days	
DVD Series:	14 days	
Equipment:	14 days	\$5.00 day
Music on CD:	14 days	
Museum Passes:	1 day	\$5.00 day
Newspapers:	In-house use only	

Renewals

You may renew library materials by phone, online, or in person for two additional loan periods unless there is a waiting list. New items may only be renewed once if there is no waiting list.

Reserves

You are welcome to reserve library materials in person, by telephone, or online. When the item you requested comes in, we will notify you via email or by telephone. The Old Colony Library Network allows patrons seven days to pick up requested items. After the time, we must return the items to the owning library. Due to the high volume of holds and the limited amount of space to store holds, the Ventress Memorial Library requires that if you are in the library checking out items you must also check out all available holds. To reserve books online (catalog.ocln.org) you will need to have a Personal Identification Number (PIN). For more information on PIN numbers ask a circulation staff member.

Interlibrary Loans

You may request items, not locally available through the Commonwealth Catalog (<http://www.commonwealthcatalog.org>). If you need help, library staff will be happy to assist you.

Lost Materials

You will be assessed the replacement cost of material permanently lost or destroyed. You may replace the material with a brand new exact copy. You are responsible for all materials taken out on your card. If you lose your card, report it immediately. The replacement card fee is \$1.00.

Vacation Loans

If you know you will need items for an extended period, ask a librarian for a vacation loan. Note: Vacation loans are not available on items with holds or on Interlibrary Loans and may not exceed

4 weeks.

After Hours Return

There is a drive-up book and DVD return bin available at the end of the library's entrance walkway. Please no donations in the return bin.

Marshfield Residents Benefits

The Library offers "fine exempt" status for items borrowed by Marshfield residents from Ventress Memorial Library. Residents will automatically not be charged fines on Marshfield items beginning in September 2018. [Note: there are no exemptions on fines incurred on items borrowed from other libraries].

In accordance with Chapter 78, Section 7 of the Massachusetts General Laws, borrower records which reveal "the identity and intellectual pursuits of a person using" a library shall be kept confidential and not released as a public record to law enforcement or other agencies and individuals, without presentation of a legal subpoena or search warrant.

Adopted by the Library Board of Trustees August 19, 2015, (amended 11/16,2016, 6/20/2018)