

## Getting a Library Card

To get a library card, you may [register online](#) and pick up the card later, or fill out a brief application at the library. Adults will need to present identification showing name and current mailing address (driver's license, mail, tax bill, etc.).

**Children (ages 5-17)** may obtain a card with the signature of a parent or guardian.

### **Massachusetts Resident –**

In compliance with State Regulations, the library issues a card free of charge to any resident of Massachusetts with proper identification and proof of current address. A parent's or legal guardian's signature is required for children under 18 to get cards

**Non-residents of Massachusetts** – Residents from other states may obtain a SAILS card, with proper identification, for an annual fee of \$75 that entitles users to all available services at the library. If you are an employee of the Town of Wareham, you are entitled to a free library card. Proof of employment is needed.

**Teachers** – Teachers may obtain a Teachers card which allows for extended borrowing time.

## BORROWING RULES

### LOAN PERIOD

#### **1 Day:**

Museum Passes (**Fine \$5/day**) **No Renewals**

**1 Week:** (Except where noted, items will automatically renew twice, unless on reserve for another patron)

Adult DVDs (**Fine \$0.25/day**)

Juvenile DVDs

Magazines

Fishing Poles (**\$5 refundable deposit required**) **No Renewals**

**2 Weeks:** (Items will automatically renew twice, unless on reserve for another patron)

Audiobooks

All books

Music CDs

The late fee is \$0.10/ day for each item, unless noted otherwise.

### RENEWALS

- Most materials may be renewed twice – by phone, in person, or by [logging into your account](#) in the SAILS e-Catalog.
- Items on reserve for other patrons may not be renewed.
- Items will automatically renew twice, unless the items are reserved by another patron. Some exceptions apply.

- Items borrowed through the Virtual Catalog or Interlibrary Loan may not be renewed.

### **RETURNING MATERIALS**

- Most materials may be returned to any library within the SAILS system. Some exceptions include non-traditional items such as fishing poles, STEM kits, etc.
- Museum Passes MUST be returned to the owning library.
- For your convenience, the book drop outside the library entrance is open 24 hours a day.
- Items returned to libraries in Massachusetts outside of the SAILS network will not be checked in until their return to Wareham. Patrons are responsible for library materials until they are returned to Wareham.

### **RESERVING ITEMS**

- All circulating items may be reserved.
- You may reserve items by [logging into your SAILS online](#) account.
- Library staff are also happy to assist you with reserving items either in person or by phone (508-295-2343)
- Museum passes may be [reserved online](#) or by calling the library.

### **Damaged Material**

All library materials are inspected upon return. Those materials deemed by the library staff to be damaged, but not destroyed will be repaired in-house free of charge. Those materials deemed destroyed/unusable will be discarded and the borrower will be assessed a damaged/lost materials fee. The charge will be the retail or default price, plus a \$2 handling charge.

### **Lost Material**

Lost materials fees are the retail or default price, plus a \$2 handling charge. Items will be assumed lost if overdue for 14 days or more.

### **Replacement of Lost or Damaged Items**

Replacement of an item in lieu of payment may be approved on a case by case basis by the Library Director.

### **Suspension of Library Privileges**

Borrowing privileges will be suspended when overdue fines and/or fees have reached the \$10.00 maximum.