

# **Circulation Policy**

## **Library Cards & Membership Fees**

To apply for a card present a photo ID and fill out an application at the circulation desk, or apply for a temporary 30-day CLAMS eCard at info.clamsnet.org. Library cards are free to all residents of Massachusetts and/or property owners on Martha's Vineyard. Non-Massachusetts residents pay a one-time \$10 fee. Your CLAMS card entitles you to full services at all 38 CLAMS libraries.

#### **Loan Periods and Renewals**

### Two-Week Loans (14 days)

**Books** 

Magazines (including current issues)

Audiobooks

Music CDs

Pre-loaded Audiobooks

Video Games

Kits and miscellaneous non-print materials

**Musical Instruments** 

DVD and Blu-ray multi-disk series

# One-Week Loans (7 days)

DVD and Blu-ray

\*Note: Automatic renewals apply to all materials unless items either have a hold on them, or have reached their renewal limit (3).

#### **Downloadable Titles**

Digital audiobooks, eBooks and music may be checked out for 7, 14, or 21 days. Most titles can be "returned" early, allowing you to check out other titles. Up to five (5) titles may be checked out at once.

#### **Commonwealth Catalog**

Commonwealth Catalog loan periods are 28 days. The items cannot be renewed, and must be returned to the Edgartown Public Library.

#### **Museum Passes**

Returnable passes are due one week (7 days) from checkout and must be returned to the Edgartown Public Library.

#### Fees/Fines

Overdue fines for all materials: none.

<u>Replacement costs for lost or damaged materials</u>: Items not returned to the library will be billed at either the original purchase price of the item as recorded in library records, or a replacement charge as determined by the Library Director.

Replacement library card: \$1

Patrons with accounts totaling \$25.00 or more in fees owed may not borrow library materials.

#### **Service Fees**

Printing & photocopies: 25 cents per page Faxes and scans of documents: \$1 per page

Adopted September 13, 2012 by the Edgartown Library Board of Trustees Revised on September 6, 2018 by the Edgartown Library Board of Trustees Revised on February 13, 2020 by the Edgartown Library Board of Trustees