

Parsons Memorial Library Circulation & Overdue Policy

Individuals of all ages are welcome to register for a Parsons Memorial Library card for free.

Resident & Non-resident Library Card

In keeping with Parsons Memorial Library original charter of establishing a community library; anyone can obtain a library card at no charge. All card holders will have the same privileges and obligations, including access to Inter-Library Loan services.

Youth Library Card

All children under 16 must have a parent or guardian with a valid Parsons Memorial Library card present in order to register.

Patron Obligations

Use of the library card implies acceptance and adherence to all regulations of the Parsons Memorial Library. Patrons are responsible for all materials checked out on their library card.

Materials may not be checked out to another individual's card.

Parents and guardians alone have the responsibility to monitor, guide, or restrict their child's reading or library use. Parsons Memorial Library strongly encourages parents and guardians to talk with their children about the materials they access at the library. Reserves for patrons under age 16 will be given to parents without prior permission from the child.

Please help keep the Library's records up-to-date by providing us with your current address, phone number, and email. The Library will conduct periodic purges of patron records that have been inactive for 3 years or longer.

Misuse of library materials, negligence in returning materials, or failure to make proper restitution for missing or damaged materials may cause library privileges to be discontinued.

Loan periods

All circulating materials may be checked out for three weeks with one renewal allowed. A patron may renew an item as long as another patron has not requested the item.

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Patrons have one week to pick up a reserved item or an item that has been ordered through interlibrary loan. If the item has not been picked up in one week, and the patron has made no special arrangements, the item will be placed back in regular circulation or returned to the lending library.

Inter-Library Loans may be checked out for three weeks. Renewals in general are not permitted; if a patron feels they may require an Inter-Library Loan item for an additional amount of time, they must contact the Library as soon as possible so that the Library may contact the lending library and seek additional loan time for the item.

Circulation limits, if necessary, will be set by the library.

Overdue Policy

The Parsons Memorial Library has eliminated overdue fines on late materials. It is our sincere belief that the books, movies, and other materials will be returned on time, in a spirit of community sharing. Gentle reminders, along with compassion toward extenuating circumstances, are used to prompt patrons to return overdue items.

The Parsons Memorial Library will contact patrons regarding overdue materials according to the following schedule:

- The first overdue notice will be sent two weeks after the materials are due. This notice may consist of a telephone reminder or an email.
- The second notice will be sent four weeks following.
- The third notice will be an invoice with replacement costs of materials overdue. This notice may consist of an email or a written letter.
- Privileges will be revoked and remain so until the bill has been settled or materials have been returned.

Parents/Guardians are responsible for debts incurred by children under 16 years of age.

These guidelines may be modified for individual situations at the discretion of library staff.

Confidentiality

All circulation records of Parsons Memorial Library will be kept confidential. This includes records identifying names of users with specific materials and all registration files identifying names, addresses, and telephone numbers.

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Any information regarding patron use, including the identity of an individual who borrows or uses any materials, resources, or services of the Library, may not be disclosed except by court order, with the following exceptions:

- to persons acting within the scope of their duties in the administration of the Library;
- to the individual who borrow or used the materials, resources, or services in question.