

Rockport Public Library Circulation Policy

LIBRARY CARDS

In order to facilitate service and accurate record keeping please show your own card to a librarian to check out items. Family members should use their own individual cards.

IF YOU DON'T HAVE A ROCKPORT CARD: You may get a card if you live (year-round or seasonal) in Rockport. You must show a photo ID and proof of residence. If you have a bar-coded card from another Massachusetts library with you, you may register it and use it here.

Item	Item Limit	Loan Period	# of Renewals *	Fines
Books	No limit	3 Weeks	2 Renewals	\$0.10/day up to \$3/item
Audiobooks	No limit	3 Weeks	2 Renewals	\$0.10/day up to \$3/item
Compact Discs	No limit	3 Weeks	2 Renewals	\$0.10/day up to \$3/item
Videos/DVDs	7	1 Week	2 Renewals	\$0.10/day up to \$3/item
Magazines (except for newest)	No limit	3 Weeks	2 Renewals	\$0.10/day up to \$3/item
Museum Passes	1	1 Day	No Renewals	\$0.10/day up to \$3/item
Lucky Day Collection	No limit	3 Weeks	No Renewals	\$0.10/day up to \$3/item

*Generally, patrons may renew material belonging to the Rockport Public Library by phone, via the online catalog, or in person for an additional one or three weeks if there are no outstanding requests on the material and the renewal limit has not been exceeded.

Museum passes can be reserved [online](#), in-person or by phone 30 days in advance of the day, you wish to use the pass. Returnable museum passes are checked out to the patron for 24 hours. Charge for lost passes is a full membership fee.

The charge for lost items is the cost to replace the item.

Parents or legal guardians are responsible for children's selection of library materials.

The Board of Trustees reserves the right to amend this policy and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.

Library Director
Cindy Grove

Board of Library Trustees
Rob Audano, chair
Lana Razdan
Holly Frithsen

Policy voted and adopted on November 16, 2015
Policy last reviewed and amended on May 23, 2019

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www.rockportlibrary.org