

Weymouth Public Libraries Circulation Policy

Borrowing Items from Weymouth Public Libraries

Patrons of the Weymouth Public Libraries and other OCLN libraries may borrow materials from the circulating collections of the Weymouth Public Libraries. See the chart below for loan periods of the various types of materials and the number of renewals allowed per checkout:

Loan Periods for Weymouth Public Libraries Materials

ADULT	NEW ITEMS (# of Renewals)	GENERAL (# of Renewals)
Fiction (under 500 pages)	1 week (2)	3 weeks (2)
Fiction (500+ pages)	2 weeks (2)	3 weeks (2)
New Hot Fiction	1 week (1)	
Non-Fiction	2 weeks (2)	3 weeks (2)
Audiobooks	2 weeks (2)	3 weeks (2)
New Hot Movies	2 days (0)	
DVD (1-2 discs)		1 week (2)
DVD (3+ discs)		2 weeks (2)
Large Print	2 weeks (2)	3 weeks (2)
Music CDs		3 weeks (2)
Magazines		1 week (2)
Equipment	varies	varies

CHILDREN'S/TEENS	(# of Renewals)
Books	3 weeks (2)
DVDS (1-2 discs)	1 week (2)
DVDS (3+ discs)	2 weeks (2)
Audiobooks	3 weeks (2)
Launchpads	1 week (0)
Video Games	1 week (2)
This chart is not comprehensive. These loan periods are for the Weymouth Public Libraries' more frequently circulated items. Please contact the library with any specific questions or concerns.	

Borrowing Items From OCLN Libraries

Weymouth Public Libraries patrons may borrow items from any library within the Old Colony Library Network (OCLN). The Weymouth Public Libraries are members of OCLN, which is made up of 26 public and two academic libraries that share materials and resources. An OCLN Library is defined as one of the 28 member libraries of OCLN. Patrons may request that OCLN materials be sent to one of the OCLN libraries for borrowing, when available. Patrons may visit other OCLN libraries to borrow materials. Items from non-Weymouth Public Libraries are subject to the policies of the owning library and, thus,

some materials from other OCLN libraries may not be available to be borrowed by Weymouth Public Libraries patrons, may have different loan periods and/or may be subjected to different fines and fees.

Borrowing Items From Non-OCLN Libraries

Patrons may borrow items from outside the Old Colony Library Network. A non-OCLN library is defined as any Massachusetts library that is not a member of OCLN (for example: Boston Public Library or Springfield Public Library). Patrons may request that non-OCLN materials be sent to the Weymouth Public Libraries for borrowing. Requests may be made using the online Massachusetts [Commonwealth Catalog](#) or by making a request through the library's Reference Department. Patrons may visit non-OCLN Massachusetts public libraries to borrow materials directly and should inquire directly to that library about what procedures they need to follow to do so. Patrons may borrow materials from libraries outside of Massachusetts by making a request through the library's Reference Department. (See the Commonwealth Catalog and Interlibrary Loan Service page for more information about obtaining materials not owned by OCLN libraries.)

Renewing Items

Most items can be renewed twice, except for New Hot Fiction, New Hot Movies, some equipment, and items that are on hold for another patron. Items borrowed from another library may have different renewal restrictions. Patrons can renew their items through their OCLN account online, by calling an OCLN library, or in person at an OCLN library. Patrons may request to "opt in" for **Automatic Renewals** through their online account or by asking a library staff member. This option automatically renews items that are renewable (those items that do not have holds or have not reached the renewal limit).

Returning Items

Unless otherwise noted, library materials may be returned to the Weymouth Public Libraries (Tufts, Pratt, Fogg, North), internal or exterior book drop returns, or to any other OCLN library.

Overdue Items

The Weymouth Public Libraries does not charge overdue fines for its materials that are not returned on time. However, Weymouth patrons borrowing materials owned by other libraries within OCLN or through interlibrary loan may be charged overdue fines from those libraries according to the lending libraries' policies. Patrons with overdue Weymouth items will be sent a first overdue notice after items are overdue for 7 days, a second overdue notice after being overdue for 14 days, and a final overdue notice after being overdue for 30 days. Patrons who provided email addresses at registration will have automated overdue notices emailed to them. Patrons who did not provide an email address at registration will have the second overdue notice and the billing notice mailed to them.

Lost Items

An overdue item is deemed to be lost and billed for replacement at a retail list price 45 days from the last due date. A billing notice will be emailed or mailed to the patron stating the amount due. Weymouth Public Libraries does not accept replacement copies as payment for lost items.

Damaged/Destroyed Items

Damaged or destroyed materials will be reviewed on an individual basis to determine if they are still in a condition to circulate. Items determined not to be salvageable will be billed to the patron for the retail list price. Weymouth Public Libraries does not accept replacement copies as payment for damaged items.

Paying for Items from Weymouth Public Libraries

Patrons may pay for billed Weymouth Public Libraries items in person with cash or check. Checks should be made out to "Town of Weymouth." Patrons may also pay their bills online with a credit card. Weymouth Public Libraries staff do not accept credit cards in person at the service desks.

Paying for items from OCLN Libraries

Any lost items belonging to other OCLN libraries will be billed through those libraries, and patrons should pay the owning library. Weymouth Public Libraries can arrange to send patrons' personal checks made out to the owning library, or the patron may pay with a credit card through their online account. Weymouth Public Libraries staff cannot accept cash or credit cards for payment for other OCLN libraries' materials. Contact the lending library directly for more details about paying for billed items. If a patron has questions for charges related to materials borrowed from other OCLN libraries, the patron should contact the owning library.

Blocked Cards

A patron's account will be blocked if they have \$15.00 or more in charges to their library account. The threshold limit may be different at other OCLN libraries. Patrons with blocked cards cannot check out items at any OCLN library, including museum passes, e-books and e-audiobooks on OverDrive Libby and Hoopla. Please speak to a member of the library staff for further details about paying charges in order to reinstate borrowing privileges.

Holds

Patrons may place "holds" (reservations) on circulating items of any OCLN library. Patrons may not be allowed to place holds on some Weymouth Public Libraries collections such as New Hot Books and New Hot Movies. Each OCLN library sets their own local holds policy and may not allow patrons of other libraries to place holds on its materials.

Patrons may place holds in the [OCLN online catalog](#) by logging into their accounts, or they may ask an OCLN library staff member to place the hold for them in person or on the phone.

Holds **expire 18 months** from the date they are placed. Patrons may cancel or suspend their holds if they wish and can do so in the OCLN online catalog or by asking a library staff member.

At the time a patron places a hold, they have the option of selecting the OCLN library where they will pick up the item when it becomes available. If a library is not selected, the patron's home library will be

the pickup library, or in the case where a hold is placed by a library staff member, the location of that staff member will be the default library.

Approved by the Weymouth Public Libraries Board of Trustees on May 20, 2020