



Acushnet Public Library
232 Middle Road
Acushnet, MA 02743

I. Circulation Policy

A. Library Material Loan Period

Material	Loan Period
Books	2 weeks
DVDs	1 week
DVD sets (TV series/multiple discs)	2 weeks
Audiobooks	2 weeks
Music CDs	1 week
Magazines	2 weeks
Museum Passes	Varies (*overdue fines vary by pass)

B. Rules for Borrowing Materials

- Your Acushnet Public Library card may be used at any library within the SAILS Library Network, with the exception of public schools and academic libraries.
- There is a limit of 40 items per card including up to 10 DVDs and 10 magazines per checkout.
- You must have your library card with you to check out items, renew items and check your library account. Library staff may allow for checkout with a valid picture ID as a one-time courtesy.
- When picking up available holds, the card that the hold was placed on must be present for checkout.
- Available holds will be held for no less than one (1) week.
- With the exception of holds pickup, the cardholder must be present in order to checkout material.
- You may return materials borrowed from the Acushnet Public Library to any SAILS library, with the exception of Museum Passes and Commonwealth Catalog items.
- There is a book drop located at the end of the library's main walkway for your convenience.
- You can access your account online through www.acupl.org or through the SAILS Mobile App (see section G).
- Remember to keep your home address, phone number and email address up to date.

C. Getting a Library Card

Any Massachusetts resident may apply for a SAILS library card at the Acushnet Public Library. Out-of-state residents may apply for a restricted-use, nonresident card, which allows access only to the collection of the library at which the card was issued and not to the entire SAILS network.

Library cards are free and non-transferable. The user is responsible for all materials checked out on his or her card. If a card is lost or stolen, it should be reported to the Library immediately.

Adults – ages 18 and up

Patrons over the age of eighteen (18) may fill out an application in person. An application may also be filled out through the [SAILS Library Network website](#) for a temporary card.

All applicants are required to obtain their physical library card in person. A picture ID and proof of address is required. Accepted forms of picture ID are:

- Valid driver's license
- Passport
- State identification card
- School identification card

All applicants need proof of address either from the picture ID or via another form. Accepted items for proof of address include:

- Utility bill
- Lease
- Official correspondence with name and address printed on it

Children's Cards – through age 12

Children age 5 and up are eligible for a library card whether or not they can sign his/her name. Children 12 and under need the signature of a parent or legal guardian on the library card application in order to receive a library card.

Youth Cards – Ages 13 through 17

Children, ages 13 through 17, who have picture identification may obtain a library card without the signature of a parent or guardian. Children who do not have identification may have a parent or guardian show acceptable ID and verify the child's ID and address.

ADA Accommodation

Acushnet Public Library staff will make accommodations for children and/or parents or guardians who are disabled to assist them in getting a library card. Please contact the Library Director if any accommodations are needed.

D. Renewing Material

Any item that is eligible for renewal will be renewed three (3) days before the due date and email/text notices will be sent. If you normally receive Voice notification, you will not receive a

call but your items should be renewed as well. You will then receive a reminder notice for any item due in 3 days that could not be renewed. All physical material borrowed from the Acushnet Public Library can be renewed two times, with the exception of Museum Passes and items categorized in our Library of Things (i.e. laptops and telescope), which can't be renewed at all.

E. Paying Fines

Effective 12/21/2022, you will no longer be charged overdue fines for most material in the Acushnet Public Library's collection. Fines will still be assessed on Museum Passes and items categorized in our Library of Things (i.e. laptops and telescope). Fines vary by item. After 12/21/2022, you will still be responsible for fines if you've borrowed material directly from a Library that charges fines. You are able to use cash or check to make fines and fees payments at the Library.

You are able to use a credit or debit card to make fines and fees payments through the catalog or the SAILS Mobile App. Payments will be posted immediately to your account. Please be aware that there is a processing fee for online payments.

F. Lost / Damaged Items

You will be charged for lost/damaged items.

Items borrowed from the Acushnet Public Library will be considered lost when past due by 60 days. You will be charged for a replacement. Please contact the Library for prices.

The Acushnet Public Library is not responsible for damage incurred to materials returned in either the exterior or interior Book Drop. Materials returned in the Book Drop are subject to the liability of the patron until they are retrieved and checked in by the staff. Water damage, ripped pages, broken bindings or stains caused by insertion or falling through the Book Drop will be assessed to the patron. If there is any doubt on the part of the patron, materials are to be returned directly to library staff during open hours. If library material is damaged by a patron, the library will determine if the material may be repaired and put back into circulation.

G. SAILS Mobile App

The SAILS Mobile App allows you to manage your library account with your iPhone or Android phone, with free downloadable apps from the respective app stores.

H. Homebound Delivery

Delivery services are available to homebound Acushnet residents who are unable to get to the Library. Please call the Library Director at 508-998-0270 to make arrangements.

Revised and approved by the Library Board of Trustees, 12/8/2022

Approved by the Library Board of Trustees, 3/27/19