

Millis Public Library

Borrowing Policy

Approved by the Board of Trustees March 15, 2016

Patron Library Cards

In order to borrow materials from the Millis Public Library, patrons are required to present their Millis/Minuteman Library Card, an electronic version of their card via an app such as CardStar, or their state-issued identification card. The first time a patron forgets his or her card, he or she will be allowed to check out if they are able to confirm account information. However, patrons will not be able to check out if they forget their card a second time. The library will provide replacement cards for free.

Item Loan Periods and Overdue Fines

Books – All books circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron.

DVDs – All DVDs circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron.

Music CDs – All music CDs circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron.

Audio Books – All audio books circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron.

Magazines – All magazines circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron.

Video Games – All video games circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron. Video games may only be placed on hold by Millis patrons.

Non-Traditional Items – Non-traditional items, such as toys, tools, games, and musical instruments, circulate for 2 weeks at a time, accrue fines at a rate of 10 cents per day, and may be renewed twice, unless on hold for another patron. Non-traditional items may only be placed on hold by Millis patrons and cannot go through library delivery.

Express Items – The library sometimes purchases multiple copies of popular items, such as new books and movies. Some of these items may be “Express Items” and cannot be placed on hold. Express Items are first come, first served and must be checked out in person. Express Items circulate for 2 weeks at a time and accrue fines at a rate of 10 cents per day.