

Millis Public Library

Borrowing Policy

Approved by the Board of Trustees May 21, 2022

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 the Minuteman Library Network app or a digital wallet app, 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

Item Type	Holds Allowed	Loan Period	Renewals
Books, DVDs, Music CDs, Audio Books, Magazines	YES	2 weeks	Up to 2 (unless on hold for another patron)
Video Games, Unusual Items*	YES, pickup in Millis only	2 weeks	Up to 2 (unless on hold for another patron)
Express Items**	NO	2 weeks	None

*Unusual items include toys, tools, games, hotspots, and musical instruments. Non-traditional items may only be placed on hold by Millis patrons and cannot go through library delivery.

**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.

Borrowers Responsibility

Borrowers are responsible for all items borrowed on their cards. While the Millis Public Library does not charge fines for overdue materials, patrons are responsible for paying replacement costs for items that are lost or damaged.

Borrowers are responsible for keeping their registration current. Please notify the Library of any changes to name, address, phone number, or email. Parents/guardians are responsible for any fees or replacement costs incurred by children under the age of 18