

WESTHAMPTON PUBLIC LIBRARY

Purchasing and Circulation Policy

Purchases:

The Westhampton Public Library makes every effort to purchase library materials in all formats at the best prices and under the best terms, as well as in accordance with all local, state and federal laws. The Library is a member of the Massachusetts Higher Education Consortium (MHEC), which obtains annual pricing bids from vendors. Membership in MHEC ensures that the Library receives competitive discounts and complies with the Massachusetts Uniform Procurement Act.

Vendors who are not awarded contracts by MHEC may still be used in certain cases, such as:

- The vendor is the sole supplier of the selected material
- The vendor offers a better discount and/or better terms for the selected material (such as during a vendor special or sale)
- The selected material is not available from MHEC vendors.

Circulation and Related Activity:

All circulation transactions and information must be treated with confidentiality. The user's right of privacy must be ensured as much as possible. All requests should be discussed only in a professional context.

Borrowing Policies for Library Materials:

- Number and kind of materials will be limited as noted: Reference books are not loaned.
- CDs are limited to 20 per patron. DVDs are limited to 12 per patron.
- Audiobooks are limited to 12 per patron.
- A maximum of 49 items may be borrowed at one time.
- Digital items are borrowed directly through the C/W MARS online catalog.
- The Library reserves the right to limit to three the number of in-demand items checked out to any one patron.

Loan Periods:

- DVDs and Periodicals: 1 week
- Books, Compact discs, Audiobooks: 3 weeks
- Renewals and Requests: Material may be renewed in person, by telephone, by email or online. Fines for overdue materials are not charged. Donations to the Friends of the Westhampton Public Library are suggested.
- Charges for lost or damaged materials: The cost of the replacement of an item is charged if it has been lost or damaged due to misuse or negligence, and it can no longer be used. Borrowers who have outstanding charges for lost or damaged material shall have their borrowing privileges suspended until the records are cleared.

Receipts: Receipts will be available if requested.

Refunds: In order to avoid “buying back” items after the Library has replaced them, refunds will not be given to patrons who have paid for lost materials. The patron should be informed that the money is non-refundable.

Patron cards: Eligible borrowers include Westhampton residents and residents of all other Massachusetts communities that support accredited libraries. All borrowers shall complete borrower registration forms on which are recorded name, residence and mailing address, telephone number, email address and date of birth. The borrower will, in turn, be issued a library card with a unique identification barcode number.