

MEMORANDUM OF UNDERSTANDING

Tucker Free Library and the Hopkinton Town Library

August 7, 2018

PURPOSE: The Tucker Free Library (TFL) trustees held an emergency meeting for the sole purpose of discussing what assistance TFL might offer to the Hopkinton Town Library (HTL) and its patrons following a fire in their building on August 3, 2018.

AUTHORITY: The chair moved that TFL extend borrowing privileges and library services to Hopkinton Town Library card holders for the duration of their closure. The motion was seconded. The Board voted 5-0 in favor.

CHARGE: To facilitate this process the director of TFL has been asked to work with the director of HTL to generate this Memorandum of Understanding (MOU) to be agreed upon by both parties.

LIBRARY PRIVILEGES: All Hopkinton residents with an HTL card may use TFL for the duration of the closure. To use TFL they need only show their HTL card at our Main Desk. If they don't have a library card then they need to bring proof of Hopkinton residency as outlined in the attached "*Tucker Free Library Policy Manual, Appendix 4 Membership Requirements for Registration*" or seen at: <http://www.tuckerfreelibrary.org/wp-content/uploads/2017/05/Appendix-4-Membership-Requirements-for-Registration.pdf>

For administrative purposes, all Hopkinton residents will provide TFL with the necessary contact information required to set up any new account. This information includes: name, mailing address, primary phone number, email address, and signature. Every attempt will be made to integrate their Hopkinton barcode into our system. If we cannot use the HTL barcode with our system, we will supply those patrons with a TFL barcode label to place on their HTL card.

All HTL patrons will be entered into our system using a unique PATRON TYPE indicator. This will allow for easy tracking and reporting throughout and upon the conclusion of the agreement. TFL will share any quantitative reporting that HTL requests in the form of Excel or Word documents. All consideration of PATRON PRIVACY will be honored.

HTL patrons will have access to all materials available at TFL with the same privileges as Henniker residents as outlined in the attached "*Tucker Free Library Policy Manual, Appendix 5 Patron Check-out Limits*" or seen at : (<http://www.tuckerfreelibrary.org/2017/05/10/appendix/>).

FEES & FINES: Only those fees & fines that are already established as policies of the TFL will be collected. There is no fine for overdue books but there is a \$1.00/day fine for overdue DVD's. There is a fee of \$5.00 for processing expenses if library materials are overdue at least 56 days, resulting in the generation of a CERTIFIED LETTER. Throughout the duration of the closure, outstanding items and fines are the responsibility of the patron.

Once HTL reopens, all records with no outstanding issues will be purged from the TFL system. Tucker Free Library staff will attempt to recover any materials outstanding through the first 60 days of reopening. To recover any expenses related to overdue or damaged materials outstanding after 60 days of reopening, TFL will generate an itemized list of materials that will be sent to HTL. This list will

not include any patron information. Only bibliographic information will be shared. This includes: Title, Author, ISBN, Copyright, Material Barcode, and Replacement Cost. Once the problems have been cleared, the patron card will be purged from the system.

INTERLIBRARY LOAN: The staff of the Tucker Free Library will assist HTL patrons with interlibrary loan (ILL). We will utilize our system for requesting, receiving, tracking, and returning items. Any or all data related to this activity will be shared with HTL. TFL agrees to share any quantitative reporting that HTL requests in the form of Excel or Word documents. All consideration of PATRON PRIVACY will be honored.

This Memorandum of Understanding has been developed to facilitate the partnership between the Tucker Free Library and the Hopkinton Town Library during the duration of the closure of the Hopkinton Town Library.

While this is not a legally binding document, it does represent an understanding between the two institutions to reduce the likelihood of unforeseen issues and create a welcoming environment for the Hopkinton residents who choose to utilize the library services offered by the Tucker Free Library in Henniker, NH throughout the closure of the library in Hopkinton, NH. By signing, our institutions agree to the terms in good faith.

Print Name of Signing Authority, Tucker Free Library, Henniker, NH

Title of Signing Authority:

Date:

Print Name of Signing Authority, Hopkinton Town Library, Hopkinton, NH

Title of Signing Authority:

Date:

Attachments:

Tucker Free Library Policy Manual, Appendix 4 Membership Requirements for Registration

Tucker Free Library Policy Manual, Appendix 5 Patron Check-out Limits

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 4

**TUCKER FREE LIBRARY
MEMBERSHIP REQUIREMENTS FOR REGISTRATION
As amended by the Trustees, October 17, 2006**

Any one of the following is requested in order to get a library card without charge. If supporting documents are not available and the patron has an identifying document (photo identification) then the patron will be issued a PROVISIONAL CARD with an expiration date of one month and a check-out limit of two items. If supporting documents are available, then the patron will be issued a permanent card with full borrowing privileges.

A non-residency cards is available for \$50 per annum.

ALL DOCUMENTS LISTED BELOW MUST BE CURRENT AND CONTAIN NAME OF APPLICANT AND A HENNIKER STREET ADDRESS, ALONG WITH A POST OFFICE BOX IF APPLICABLE.

- A. A utility bill.
- B. A lease for a Henniker residence. Document must state duration of lease – library card will be valid until three weeks prior to the expiration of lease.
- C. A monthly rental receipt for a Henniker residence. If document does not state duration of agreement, a card will be issued for a period not to exceed six months.
- D. Documents showing purchase of Henniker residence, i.e. mortgage, warranty deed.
- E. Vehicle registration showing Henniker address.
- F. Current Henniker property tax bill.
- G. Any proof of residency presently acceptable to the Town Clerk's office.

A DRIVER'S LICENSE IS NOT ACCEPTABLE
(As recommended by the State of New Hampshire)

PATRONS OVER 5 YEARS AND UNDER 18 YEARS OF AGE will be issued a card with parents/guardian signing applicable form – said parents/guardians to have provided proof of residency.

NEW ENGLAND COLLEGE STUDENTS: Upon showing a current, valid NEC identification card and completing a card application form, an NEC student will be issued a card which will expire approximately two weeks prior to the end of the current semester.

Information on the patron record must be updated and renewed annually.

A FEE OF \$1.00 WILL BE CHARGED TO REPLACE LOST CARDS.

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 5

Patron Check-out Limits

New Patron – Permanent:	25 Items per cardholder
New Patron – Provisional:	2 Items/ONE MONTH CARD
Adult/Juvenile Resident:	25 items per cardholder 2 VIDEO/DVDs per cardholder
1-Year Card Holder:	25 Items per cardholder 2 VIDEO/DVDs per cardholder
NEC Students:	5 Items per cardholder (this includes 2 VIDEO/DVDS)
ILL from other Libraries:	2 Items per patron transaction
Out-of-State Requests:	2 Items free of charge plus costs (\$10.00 plus costs for additional items)
Reserves:	2 Items per patron per transaction

ITEM	CHECKOUT TIME	RENEWABLE
New Books	2 weeks	Yes
Books	2 weeks	Yes
Audios	2 weeks	Yes
CDs	2 weeks	Yes
Videos	1 week	NO
Puzzles	2 weeks	Yes
Periodicals	1 week	NO

Books, Audios, CDs, and Puzzles are **RENEWABLE** as long as they are not on **HOLD**.