

Reciprocal Borrowing Privileges Policy

GROTON PUBLIC LIBRARY RECIPROCAL BORROWING PRIVILEGES POLICY SAMPLE LETTER #1

Dear Library Trustees, Town Counsel, and Select Board,

We, the Trustees of the Groton Public Library, support the reciprocity of borrowing privileges among fellow residents of the Commonwealth of Massachusetts. Unfortunately, this reciprocity is thrown off balance when a community's library service does not meet the State's Minimum Standard for Public Library Service (Massachusetts General Laws, Chapter 78, Sections 19A and 19B and the 605 Code of Massachusetts Regulations 4.00).

It is our understanding that [reference to specific situation].

Therefore, in accordance with our current policy, copy enclosed, we must inform you that as of [date] the Groton Public Library will be denying [community's] residents borrowing privileges.

Our hope is that your community will soon be able to meet the state's standards. We look forward to the re-instatement of your local as well as reciprocal library services when you restore the Minimum Standard for Public Library Service. Please let us know of any such positive action.

Sincerely yours,

, Chair

The Trustees of the Groton Public Library

cc. [other community people, i.e. Library Director]

Director, Board of Library Commissioners

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Reciprocal Borrowing Privileges Policy, Exhibit 1 (continued)

GROTON PUBLIC LIBRARY RECIPROCAL BORROWING PRIVILEGES POLICY SAMPLE LETTER #2

To: individual borrowers

Dear _____,

We, the Trustees of the Groton Public Library, support the reciprocity of borrowing privileges among fellow residents of the Commonwealth of Massachusetts. Unfortunately, this reciprocity is thrown off balance when a community's library service does not meet the State's Minimum Standard for Public Library Service (Massachusetts General Laws, Chapter 78, Sections 19A and 19B and the 605 Code of Massachusetts Regulations 4.00).

It is our understanding that [reference to specific situation].

Therefore, in accordance with our current policy to discontinue borrowing privileges to residents of communities which do not meet this Minimum Standard, you will be unable to borrow items from the Groton Public Library until such time as this situation is rectified. During this time, however, you may visit the library, attend events, use the computers, or read in the library.

Our sincere hope is that your community will soon be able to meet the state's standard. We look forward to re-instating your borrowing privileges as soon as your library is re-certified. Please let us know of any such positive action.

Sincerely yours,

_____, Chair

The Trustees of the Groton Public Library

cc. [community officials, i.e. Selectmen, Library Director]

Director, Board of Library Commissioners