

**AYER LIBRARY**  
**26 East Main Street**  
**Ayer, MA 01432**  
**978-772-8250 FAX 978-772-8251**  
[www.ayerlibrary.org](http://www.ayerlibrary.org)

**CD and DVD POLICIES**

*Library patrons are responsible for reading and complying with the following:*

- ✓ Borrowers must present a valid library card on which no fees or materials are overdue each time they borrow music CDs, books on CD, or DVDs.
- ✓ Borrowers must be at least 18 years of age to borrow DVDs from *both* the adult and the juvenile collection.
- ✓ Six music CDs and/or six books on CD may be borrowed per patron at one time and may be renewed according to library policy.
- ✓ Six DVDs may be borrowed per household or family at one time. There is **NO** renewal of DVDs.
- ✓ The loan period for music CDs and books on CD is two weeks. The loan period for all DVDs is one week. **Please note: IF DVDs ARE RETURNED LATE, THERE IS AN OVERDUE CHARGE OF \$1.00 PER DAY PER ITEM.**
- ✓ All DVDs and CDs should be returned at the Main Desk. Any library materials may be returned in the book drop *at the borrower's risk*.
- ✓ The borrower is responsible for returning all CDs and DVDs in good condition. In case of loss, theft, or damage, the borrower will be charged the full replacement cost of the item.
- ✓ The library assumes no responsibility for damage caused to the borrower's DVD or CD player by materials borrowed from the library.
- ✓ Copyright laws limit all CDs and DVDs to personal enjoyment only and prohibit duplication.
- ✓ Keep all CDs and DVDs in their cases in a cool, dry location and avoid storage in direct sunlight or extremes of heat or cold.

*We appreciate your cooperation in helping us keep our CD and DVD collections in good condition for all to enjoy.*

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