

CIRCULATION OF LIBRARY MATERIALS POLICY

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

New borrowers may take only two items at a time until they have established a record of returning materials (30 days). Patrons who are frequently late returning materials and those who avoid paying fines may only be allowed two items. Suspension of library privileges will result when \$10.00 in fines accrues. Paying fines and/or paying for lost materials can clear a record.

LIBRARY CARDS

Adults (over 18) must show two forms of identification with current address to obtain a library card. Children must have a parent or guardian's signature. A person signing for a library card is responsible for all material checked out on that card. There is a \$5.00 non-refundable replacement fee for lost cards. (Also see Library Card Policies)

EVERY PATRON MUST PRESENT A LIBRARY CARD TO BORROW ANY MATERIAL.

A PATRON MAY ONLY BORROW LIBRARY MATERIALS ON THE CARD ISSUED TO THAT PATRON.

LOAN PERIOD

All library materials EXCEPT DVDs may be checked out for two weeks. DVDs may be checked out for one week. New books, best sellers, DVDs and any materials on hold for another patron may not be renewed. Other materials may be renewed in person or by phone. Materials from the local history room, microfiche and reference books do not circulate.

CDs AND DVDs

A maximum of four books on CD and four music CDs may be borrowed on any card. A maximum of four DVDs may be borrowed per HOUSEHOLD. DVDs may be borrowed for one week; music CDs and books on CD may be borrowed for two weeks. (Also see CD and DVD Policies)

LIBRARY CARDS ISSUED TO JUVENILES (UNDER 18) CANNOT BE USED TO BORROW ANY DVDs.

MAGAZINES

Patrons may borrow four magazines at a time. The most current monthly or weekly issue cannot be checked out. Inquire at the Main Desk for most recent issues not on the shelf. Consumer Reports and National Geographic do not circulate.

ONLINE SERVICES AND HOLDS

The Ayer Library catalog is online at www.ayerlibrary.org. Here patrons may search our catalog, as well as the catalogs of all libraries in CWMARS, the central and

western Massachusetts library network. Patrons may use their library cards to access their own records and renew borrowed items. Patrons may also place holds on desired items not currently available in our library. At www.ayerlibrary.org , patrons may also find library hours and policies, free online reference resources, and current library news.

BOOK DROP

ALL materials may be returned in the Book Drop outside the building. The Book Drop is generally open after hours, between 5:00pm and 10:00am. Materials returned in the Book Drop WILL NOT be checked in until the next business day. FEES MAY ACCRUE.

LOCAL HISTORY ROOM

Materials from the Local History Room cannot be taken from the library. Use of materials must be arranged through a staff member.

OVERDUE FEES

Overdue fees are donated to the Friends of the Ayer Library. Fees will be charged to all patrons who keep materials beyond the loan period EXCEPT senior citizens (62 years and up). Fees will apply as follows: \$0.05 per day per book, magazine, and CD; \$1.00 per day per DVD. No overdue fees are charged for days the library is closed. This includes weather-related closings.