

Ayer Library LIBRARY CARD POLICIES

ELIGIBILITY TO OBTAIN AN AYER LIBRARY CARD

Ayer Library cards permit patrons to borrow items and access resources from the Ayer Library and from libraries across Massachusetts free of charge.

- Any person living, working, attending school, or having other significant investment in Massachusetts is eligible for an Ayer Library card.
- To obtain an Ayer Library card, adults (18 years of age or older) must show picture identification and proof of current address.
- Children ages 4 and older are eligible for their own Ayer Library card.
- Children and adolescents under age 18 must have a parent or guardian's signature on their library card application.
- The first Ayer Library card is free, as are replacements for worn or broken cards. There is a \$5.00 non-refundable replacement fee for lost cards.

USING AN AYER LIBRARY CARD

- The patron signing for a library card is responsible for all material checked out on that card, including late fees and replacement costs for lost, stolen, or damaged items.
- A patron may only borrow library materials on the card issued to them. Exceptions may be made at the Ayer Library's discretion. To request permission for another person to borrow and/or pick up items on your library card, please fill out a Library Card Consent Form.
- Library card borrowing privileges must be renewed every two years. Proof of identification may be requested by library staff at the time of card renewal.
- To borrow physical materials, patrons are asked to present their library card at one of the Ayer Library's Service Desks. A photo I.D. and/or other proof of identification may be used in place of a library card at the discretion of Ayer Library staff.

INSTITUTIONAL CARDS

With the approval of the Library Director, institutional cards may be issued to institutions, organizations, and foundations that are dedicated to education, public service, culture, or care for the disabled.

An authorized employee of the institution may sign for the card with appropriate I.D. However, the name, business address, and telephone number of the owner, director, manager, etc. of the institution must also be provided.

- The institution will be allowed to check out materials for six weeks.
- The institution may borrow up to a limit of 30 items, referred to as a deposit collection.
- These items may be renewed at the discretion of the Library Director.
- The institution is responsible for all items borrowed, including late fees and replacement costs for lost, stolen, or damaged items.

Approved by the Ayer Library Board of Trustees on July 16, 2019