

Ayer Library

CIRCULATION POLICY

This policy applies to materials in the Ayer Library's physical collection. Circulation policies for digital materials such as e-books, e-audiobooks, streaming music, and/or video are typically set by the vendors (e.g. OverDrive) of said products, sometimes in cooperation with statewide or regional library networks.

LOAN PERIODS

Library materials may be borrowed for **three weeks and renewed once** for an additional three-week period, with the following exceptions:

- **New Release DVDs:** 1 week, no renewals
- **TV Series:** 3 weeks, no renewals
- **Video Games:** 3 weeks, no renewals
- **Magazines:** 3 weeks. The most current monthly or weekly issue must be used in the Library. Certain magazine titles, such as *Consumer Reports*, do not circulate.

If items are able to be renewed, they may be renewed automatically. You may also renew items online, in person, or by phone.

ITEM LIMITS

The following item limits apply to materials owned by the Ayer Library only. Patrons may borrow additional items owned by other libraries, subject to the policies of those libraries and of the C/W MARS library network.

- **Audiobook CDs:** Limit of 6 per library card at any one time
- **Music CDs:** Limit of 6 per library card at any one time
- **DVDs:** Limit of 6 per library card at any one time
- **New Release DVDs:** Limit of 2 per library card at any one time
- **Multi-disc DVD TV Series:** Limit of 2 seasons or series per library card at any one time
- **Video Games:** Limit of 3 per card at any one time
- **Great Courses:** Limit of 1 per library card at any one time
- **Magazines:** Limit of 6 per library card at any one time

REFERENCE MATERIALS & LOCAL HISTORY COLLECTION

Materials marked for Reference use and materials from the Local History Room must be used in the Library and may not circulate. Use of local history materials must be arranged through a Library staff member.

MUSEUM PASSES

The Ayer Library offers passes that grant free or discounted admission to a variety of local and regional museums and cultural institutions. Museum passes are available free of charge to anyone with a library card in good standing from a C/W MARS network library.

The type of pass - returnable or coupon (non-returnable) – admission cost discounts, availability, and other usage rules are determined by each museum and may change without notice to the Library.

- Limit of 2 pass reservations per week per library card
- Returnable passes may be borrowed for up to 3 days
- Replacement fees for these passes are \$50.00 if lost

Passes may be reserved in advance in person, on our website, or by phone.

RETURNING MATERIALS

Hot Spots must be returned directly to a service desk. All other materials may be returned in the Book Drops located outside the Library or at a service desk. Materials returned in the Book Drops after the Library opens for the day WILL NOT be checked in until the next business day.

OVERDUE, LOST, & DAMAGED ITEMS

In accordance with CW MARS policy, the Ayer Library does not charge late fees for materials kept past their due date.

However, when an item is kept 4 weeks beyond its due date, we will automatically bill patrons for a replacement.

Suspension of borrowing privileges will result when patrons accrue replacement fees of \$10.00 or more.

If billed items are not actually lost, simply return the items and the bills will be removed.

If billed items are in fact lost or damaged, patrons are responsible for the full cost of replacing them. Patrons may have the option to replace lost or damaged materials at the discretion of Library staff.

The Ayer Library is a member of the C/W MARS library network.
Approved by the Ayer Library Board of Trustees on January 12, 2023