

## **Uxbridge Free Public Library Borrowing Policy**

### **Library Cards**

The Uxbridge Free Public Library and CW MARS are dedicated to maintaining patron privacy. When visiting the Library, patrons are encouraged to bring their Library Card to borrow library materials. Library materials may alternatively be borrowed with a valid photo ID and/or confirmation of multiple account details, at the discretion of Library staff. Using your Card indicates that you approve of each item checked out on your account and will be responsible for the safe return of all items.

To obtain a Library Card, patrons must present photo identification and proof of current address. If a state-issued ID is not available, patrons may use a formal piece of mail, such as a bill. Temporary residents without proof of address will be mailed a formal letter from the Library to confirm residency. Library Cards and replacement Library Cards are provided free of charge. It is the responsibility of the patron to report lost or stolen Library Cards.

A patron may provide permission for a proxy (a spouse, family member, or caregiver) to use their Card with the understanding that they are responsible for any fines and fees incurred with items checked out on their account. The patron must request a proxy designation in-person or by phone, and staff must note this designation in the patron's account. A proxy may pick up items on reserve for the patron by providing the patron's Library Card or verbally confirming two pieces of account information.

### **Loans and Fees**

Any CW MARS card holder with an account in good standing may borrow Uxbridge library materials. Patrons who owe \$10.00 or more in replacement costs or fees will have their borrowing privileges suspended until any overdue items are returned or payment is made. Materials borrowed from other libraries may be subject to different charges. Library cards expire every two years to allow the Library to verify contact information.

The Library does not charge daily overdue fines for general circulating items, such as books, DVDs, or video games. However, the Library charges \$5.00 daily overdue fines for returnable museum passes. If an item is damaged or is not returned within 30 days of its due date, the patron will be billed for the item's replacement cost. Patrons may still accrue fines from items owned by other CW MARS libraries, per their borrowing policies. Fees may be paid at the Library (cash or check) or using your CW MARS account (credit or debit).

If an item owned by Uxbridge is lost or damaged, the patron may either pay the billed cost of the item or provide an equivalent replacement copy in new or "like new" condition. If a lost item is found and returned, replacement fees will not be assessed. The Library will not issue a reimbursement if a patron returns a lost book after having paid a replacement fee.

If the lost or damaged item is owned by a different library, the patron must contact the owning library to discuss replacement options.

<b>Library Item</b>	<b>Loan Period</b>	<b>Number of Renewals</b>	<b>Loan Limits</b>
Books, Audiobooks, CDs	21 days	1	N/A
Speed Read/View	7 days	0	N/A
Movies TV Series	7 days 21 days	1 1	10
Magazines	7 days	2	N/A
Board Games	7 days	1	N/A
Video Games	7 days	1	3
Hotspots	14 days	0	1

Note: Per CW MARS policy, patrons may not check out more than 50 items.

### **Renewals**

Most library materials will automatically be renewed once on the item's due date. Renewals on interlibrary loan materials are subject to owning library policies. Patrons must contact the owning library to request any additional renewals.