Leominster Public Library
Circulation Policies Adopted by the Board of Trustees

- Raise the minimum age to obtain a library card to 4 years of age.

- Issue library cards in the Children’s Room.

- Change the length of date for proof of address requirements from 30 days to 60 days.

- Require the patron to present his/her library card for registration update every 2 years.

- Raise the replacement cost for a lost library card to $1.00.

- Issue library cards to out-of-state residents if they can prove that they own property in Massachusetts; work in Massachusetts; or attend school in Massachusetts.

- Accept photo identification if a patron forgets his/her card. Require patron to provide date of birth.

- Do not charge overdue fees to seniors (60+ years) on any items circulated from the Leominster Public Library.

- Limit item renewals to 1 renewal.

- Raise the limit of DVDs and CDs that may be checked out from 6 to 10.

- Provide the patron the following options for replacing a lost or damaged item:
  - Paying the listed replacement cost
    or
  - Supplying a brand new identical item (matching ISBN or other unique identifier), with a $7.00 processing fee.

- Use an item’s actual retail cost as its replacement cost.

- No refunds will be issued once a transaction to replace materials has been completed.

Approved by the Board of Trustees: 9/14/15
Revised: 12/14/15