

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