

Lawrence Library

Library Card and Borrowing Policy

Library Cards

- Library cards are free for Massachusetts residents, employees, students, and property owners. A photo ID is required to obtain a library card; additional proof of address is required if the current address is something other than the address listed on the photo ID.
- Non-residents may obtain a card for a fee of \$50 per year. (See: *Out-of-State Resident Policy*)
- Library accounts are non-transferable; one card per person.
- Children aged 5+ may be issued a library card.
- If the library card applicant is between the ages of 5-17 years old, a parent/guardian must have a library card in good standing. Parents/guardians are responsible for materials borrowed with a child's card, for all fines incurred, and for lost or damaged materials.
- No material may be checked out without a library card. If a library card is lost, a new one can be obtained free of charge.
- Library cards may be used at any CWMARS circulating library.

Borrowing

- For privacy and security reasons, patrons must present their library card to borrow library materials. Alternatively, items may be borrowed with a valid photo ID, or by using the CWMARS phone app.
- Patrons may borrow up to 50 total items at a time. The maximum number of holds a patron may have on their account is 20.
- Items may be returned to the Circulation Desk, in the book drop by the front door, or at any CWMARS library (unless otherwise noted.)
- Items reserved or requested will be held for 7 business days at the Circulation Desk, or if requested, placed in the outside locker for curbside pickup. (See: *Interlibrary Loan Policy*)
- All multimedia items are used at the borrower's own risk. The library assumes no responsibility for damaged equipment.
- In order to pick up materials for another person (age 12 and up), the patron must request a proxy designation in-person, and staff must note this designation in the patron's account. Alternatively, a proxy may pick up items for the patron by

providing the patron's library card, or the barcode available on the CWMARS phone app.

Loan Periods by Format

Books, Audiobooks, and Music CDs

- All print books, CD audiobooks, and music CDs may be checked out for 3 weeks with 1 renewal.

DVDs and Video Games

- DVDs may be checked out for 1 week with 1 renewal. DVD sets (TV series) may be checked out for 3 weeks, no renewals.
- Video games may be checked out for 1 week with 1 renewal.

Magazines

- Magazines may be checked out for 1 week with 1 renewal.

Library of Things/Kits

- The loan period for kits, equipment, and Library of Things items varies between 1-3 weeks. These items may not be renewed.
- These items must be checked out and returned in Pepperell.

Wi-Fi Hotspot

- The loan period is 2 weeks with no renewals. (See: *Wi-Fi Hotspot Policy*)
- The overdue charge is \$2 per day.
- Borrowing is restricted to Pepperell residents.

Museum Passes

- Patrons may reserve a pass in advance of the desired date using our online reservation system.
- Patrons are limited to 1 pass per day.
- Physical passes must be returned in the library pouch before the library opens the next business day. Passes may be left in the book drop.
- Late passes accrue a fine of \$2 per day.

Lost or Damaged Materials/Loss of Privileges

- A borrower who loses or damages library material must pay the replacement fee for the item(s). We do not accept replacement copies in lieu of payment.
- Patron accounts with \$10 or more of fees or fines will be blocked automatically.

Fines and Fees

Effective December 1, 2021 overdue fines were eliminated on all Lawrence Library items except the following:

Museum passes:	\$2.00 per day
Wi-Fi Hotspots:	\$2.00 per day

Items from other libraries may have different loan periods and different fines than those stated above.

Confidentiality

The library respects patron privacy and does not keep track of what patrons have checked out after items are returned. Patrons can keep track of what they've checked out by turning on Checkout History in their account. If you choose this option, you are agreeing to allow our automated system to store this data. The library staff does not have access to this information; however, it is subject to all applicable local, state, and federal laws, and under those laws could be examined by law enforcement authorities without patron permission.

Records of cardholders, age 12 through 17, are confidential, as adult records are. If there are outstanding fines or fees, for which the parent or guardian is responsible, a list of billed items will be provided.

Adopted by the Library Board of Trustees on November 7, 2018. Updated and approved November 4, 2021 and June 4, 2025