

Uxbridge Free Public Library Borrowing Policy

For your protection and security, your Library Card is the preferred mode of accessing your account. The Uxbridge Free Public Library and C\WMARS are dedicated to maintaining the privacy of individual's accounts. Therefore, we ask you to have your card ready each time you check out library materials. As a courtesy, when a patron forgets their card, a photo ID such as a valid driver's license may be used on occasion. Children without photo IDs can borrow materials if accompanied by a parent with a valid C\WMARS library card. The Library encourages linking members of families to help verify borrower information. Using your card indicates you approve of each item checked out on your account and will be responsible for the safe return of all items. If a patron has neither library card nor photo ID on their person, discretion may be used by the Library Director or Assistant Director for borrowing privileges.

Renewal by phone is possible. When you call, have the card ready that the items are checked out on. Most items may be renewed once either in person, by phone, or from your home computer. Having your card is necessary for reserving and checking out museum passes, as well as accessing your account online. If you have lost your card, please report it as soon as possible. Replacement cards are \$1.00.

Items are checked out to patrons for 1-3 weeks depending on the type of material they are borrowing. Patrons are allowed one additional renewal on these items unless there has been a hold placed on said items. Email notices are sent to patrons two days prior to items becoming due providing the patrons has a current email address on their account.

Printed bills are generated by C\WMARS approximately one month (30 days) after the item(s) become overdue. Copies of those print bills are sent through the ILL delivery system to each library, and library staff checks the shelves to be certain that items have not been inadvertently shelved without being checked in. It is only after careful checking that bills are mailed to the most recent mailing address on the patron's account.

Once the bills are generated, the status of the item(s) on the patron's account changes to BILLED. At this point the cost of replacement for item(s) is placed on the patron's account. The is **not** added to that amount at this point, but the replacement cost is and is usually high enough to stop the patrons from further borrowing due to the \$10 cap restriction.

If a borrower is identified as owing over \$100 in billed materials, a registered letter will be sent to the most recent address on the account and the patrons has 10 business days to respond. After 10 days have passed, the patron's name and list of items may be turned over to the Uxbridge Police Department at the discretion of the Library Director.

Approved by the Library Board of Trustees
2.21.2012