

HUBBARDSTON PUBLIC LIBRARY

BORROWING POLICIES

This policy includes Hubbardston Public Library and related CWMARS lending and resource sharing policies for:

- Library Cards
- Borrowing library materials
- Museum Passes
- Lending limits, Loan Periods and Renewals
- CW MARS Digital Library
- Out of System Interlibrary loans

The Hubbardston Public Library has a wide range of materials on hand as well as full access to the materials available throughout the Central and Western Massachusetts Regional Library System (CW MARS). Your Hubbardston Library or CW MARS library card also allows you to borrow ebooks and audiobooks, and videos through the CW MARS digital catalog. Any member of the public is welcome to use the computers or materials in the Library and attend programs sponsored by the Library

LIBRARY CARDS

Who can get a Hubbardston Public Library Card:

Adults, teens and school aged children who are residents of Hubbardston are invited to apply for a Hubbardston Public Library Card.

Parents or Guardians of applicants under the age of eighteen must sign the application if the minor is obtaining a card for the first time. Parents/guardians are responsible for the selection, condition and return of items borrowed on a minor's card.

Your Hubbardston Public Library Card can be used at all CW MARS libraries.

How To Apply:

Please bring a valid form of identification which includes your photo, such as a driver's license, college ID or passport and proof of your current local address.

If your identification does not list your current address you will also need to bring an additional document, such as a rental agreement, bill, or piece of mail showing your name and current address. A postcard mailed to the applicant from the library may also be used.

Valid Library Cards

Library cards are free and expire every two years. Patrons will receive a reminder to verify their contact information to reinstate the card. Cards can be renewed by contacting the library by phone or in person.

A valid CW MARS library card is one that: has not expired; has less than \$10.00 in fines and/or fees; has no lost or billed charges; and has less than 50 items currently checked out.

Reporting a Lost Library Card

You can report a lost card by phone or in person. Until a card is reported lost, the cardholder is responsible for all materials checked out on the card.

Replacement cards cost \$1.00.

BORROWING LIBRARY MATERIALS

Borrowing From Hubbardston Public Library

Anyone wishing to borrow materials from the Hubbardston Public Library will need a library card issued by the Hubbardston Public Library or another [CW MARS member library](#).

Any Hubbardston Public Library card holder can borrow any materials from the library without regard to age, except for museum passes which may have age restrictions (see below).

Borrowing from Other CW MARS Libraries

A Hubbardston Public Library card is also valid at all CW MARS public libraries, and all CW MARS public library cards are valid at the Hubbardston Public Library.

If the Hubbardston Public Library does not have a book or other item you need, you can use the [CW MARS catalog](#) to request the item be sent to Hubbardston Library for you to check out.

If you can't find an item in the CW MARS catalog, you can search other libraries across the Commonwealth of Massachusetts via the [Commonwealth Catalog](#) (ComCat).

Available items will be delivered to your local library for pickup.

For items not available through these catalogs, see the Out of System Interlibrary Loan Policy below and ask the librarian for help

MUSEUM PASSES

The Hubbardston Library offers a number of free or discounted passes to a variety of local attractions.

- Passes may be borrowed by users 18 and older with a valid Hubbardston or CW MARS library card in good standing.
- Passes are available on a first come/first serve basis.
- Loan period for museum passes vary.
- All passes must be returned to the library during open hours (do not put passes into the bookdrop).

LOAN PERIODS, LENDING LIMITS, RETURNS AND RENEWALS

LOAN PERIODS

- All adult and children's books and audiobooks are loaned for 21 days.
- Magazines, DVD films and DVD documentaries are loaned for 7 days.
- DVD television series are loaned for 21 days
- Museum pass loan periods vary but are typically no longer than 7 days.

LENDING LIMITS

A maximum of 50 items may be checked per library card.

RETURNS & RENEWALS

Library materials may be returned at any CW MARS member library.

Exception: Museum Passes must be returned to the lending library.

Materials that are able to be renewed will be automatically renewed for the same loan period with no action needed by the patron. An email notification will be sent with renewal status of checked out items.

OVERDUE FINES

The Hubbardston Public Library does not charge overdue fines for Hubbardston Library owned materials including books and audiovisual materials.

Overdue fines may be charged for books and materials owned by other libraries, museum passes, and items in our 'Library of Things' such as the telescope.

Patrons are responsible for replacing books that are damaged or lost.

Patrons can either pay the replacement cost or provide an acceptable replacement for the damaged or lost item.

BORROWING FROM THE CW MARS DIGITAL CATALOG

The CW MARS digital catalog includes ebooks, audiobooks and magazines for adults and children. Access the digital catalog on a mobile device with the [LIBBY app](#)

- A valid CW MARS library card barcode and pass code must be used to borrow electronic items through the CW MARS Digital Catalog. Contact your local librarian to obtain your pass code.
- The standard lending policy for electronic materials is 2 weeks
- A maximum of 10 electronic items may be checked out from the CW MARS Digital Catalog.
- Holds may be placed for items with a waiting list. Patrons are encouraged to return electronic items early if finished. This allows the item to fill holds for other waiting patrons more quickly. Renewals are only allowed if there are no holds on the material.
- There are no fines or fees assessed on econtent. Once the borrowing period ends the content will disappear from the device.

OUT OF SYSTEM INTERLIBRARY LOANS

Hubbardston Public Library collaborates with libraries throughout the Commonwealth to make materials available to patrons. If you wish to request an item that is not listed in the CW MARS catalog or Massachusetts ComCat catalog, we can search for the item outside of the region.

Please note the following guidelines before submitting a request.

- Please check the CW MARS catalog and Massachusetts ComCat catalog before requesting through Interlibrary Loan.
- Limit your requests to 4 items.
- We cannot request high-demand items, new books or reference books.
- There is no charge for this service within the state, but charges for copying, loans or postage fees may apply if items are requested from outside MA.
- We cannot predict when items will arrive if they are available.
- This service is only available to patrons who do not currently have any lost or overdue items on their cards. Loan periods are determined by the lending library, and while renewals may be requested, they may not be granted. Interlibrary loan renewal requests must be made three days in advance of the item's due date.

If your request can be completed within these parameters, please contact the library by phone or in person with the following information: the title of the item, the author's name, the format you are requesting, and the amount you would be willing to pay for postage if necessary.

Policy Approved by the Board of Library Trustees January 5, 2023