

OVERDUE FINES:

Overdue fines are calculated based on the policies of the library from which an item was borrowed. Fines and fees may vary at other libraries. The following fines have been approved by the Cary Memorial Library Board of Trustees.

Adult or YA Materials:

Books/Magazines/Audio Books/Playaways/Cassettes/CDs

- Overdue fine per item: \$25/day
(*Lexington senior citizens - 60+ years - pay \$.10/day*)
- Maximum overdue fine per item: \$10.00
- Maximum overdue fine for 3 or more items returned on the same day from one library card: \$25.00

Videos/CD-ROMs/DVDs/VCDs

- Overdue fine per item: \$1.00/day
- Maximum overdue fine per item: \$10.00
- Maximum overdue fine for 3 or more items returned on the same day from one library card: \$25.00

Children's Materials:

Books/Magazines/Audio Books/Playaways/Cassettes/CDs

- Overdue fine per item: \$.10/day
- Maximum overdue fine per item: \$1.50
- Maximum overdue fine for multiple items returned on the same day from one library card: \$5.00

Videos/CD-ROMs/DVDs/VCDs

- Overdue fine per item: \$1.00/day
- Maximum overdue fine per item: \$5.00
- Maximum overdue fine for multiple items returned on the same day from one library card: \$10.00

Museum Passes

- Overdue fine per item: \$2.50/day
- Maximum overdue fine per item: \$25.00

DELINQUENCY STATUS:

\$5.00 or more in fines or other fees on a person's account. You may not check out, renew, or reserve materials when your account is delinquent.

FEES:

Unclaimed Reserves (including interlibrary loans):

- Reserved item..... \$1.00 (per item)
(*Reserves will be held for 7 days*)
- Museum Pass..... \$2.50 (per pass)

Replacement Fees:

- Books or Audio Visual materials ...price of the item
+\$5.00 processing fee
- Magazines\$10.00 adult/\$5.00 children
- Missing or torn barcode..... \$5.00 re-processing fee
- Audio book box.....\$1.00
- Single cassette from a recorded book *\$7.00
- Single disc from a recorded book*\$10.00
- Bag from a book & tape set.....\$5.00
- CD jewel case.....\$1.00
- DVD case\$5.00
- Video or Playaway box\$2.50
- Playaway foam insert3.00
- Playaway battery cover1.00
- Booklet/pamphlet from a CD-ROM.....\$1.00
- Book from a CD-ROM.....\$5.00
- Museum Pass.....\$10.00
- Library Card.....\$2.00

We regret that in most cases the library is unable to accept replacement materials purchased by patrons. Please speak with Library staff before purchasing any replacement materials.

*if available

Copies and printing:

- Photocopier\$15
- Black and white printouts.....\$10
- Color printouts\$25
- Copies from Microfilm.....\$.25
(*Reproduction fees for archival items vary*)

EQUIPMENT FINES AND FEES:

The following equipment circulates for 3 hours for use within the library and may be borrowed at the Circulation Desk unless otherwise noted. You must have your library card to borrow these items.

DVD player with headphones

- Overdue fine \$1.00/hour
- Maximum overdue fine \$10.00
- Replacement fee if lost \$205.00

CD player with headphones

- Overdue fine \$1.00/hour
- Maximum overdue fine \$10.00
- Replacement fee if lost or damaged..... \$50.00

Audio Tape player with headphones

- Overdue fine \$1.00/hour
- Maximum overdue fine \$10.00
- Replacement fee if lost or damaged..... \$30.00

Laptop

- Overdue fine \$5.00/hour
- Maximum overdue fine \$100.00
- Replacement fee if lost or damaged.....\$1000.00

TV with VCR and headphones

- Overdue fine \$1.00/hour
- Maximum overdue fine \$10.00
- Replacement fee if lost or damaged..... 100.00

Hand-held magnifiers

Circulate for 1 week and may be taken home

- Overdue fine\$1.00/day
- Maximum overdue fine \$10.00
- Replacement fee if lost or damaged..... \$40.00

Headphones and Headphone splitters

May be borrowed from the Reference or Children's Desk

- Replacement fee if lost or damaged
Headphones \$14.00
Headphone Splitter 4.00

USB drive

- Replacement fee if lost or damaged..... \$10.00

Desk Lamp

May be borrowed from the Reference Desk.

- Replacement fee if lost or damaged..... \$20.00

Kill-a-Watt electrical meter

- Overdue fine\$1.00/day
- Replacement fee if lost or damaged..... \$50.00

LOAN PERIODS:

New/High Demand Items:

Loan period 2 weeks, 2 renewals

Read it Now books:

Loan Period 2 weeks, no renewals

Books/Audio Books/CDs/Cassette Tapes:

Loan period 3 weeks, 2 renewals

Limit: Children's non-fiction ...3 per subject per family

Playaways

Loan period 3 weeks, 2 renewals

Magazines:

Loan period 1 week, 2 renewals

Limit: Adult magazines 5 per patron

Videos/CD-ROMs/DVDs/VCDs - single items

Loan period 1 week, 2 renewals

Videos/DVDs - Lecture Series

Loan period 3 weeks, 2 renewals

DVDs - TV Series

Loan period 2 weeks, 2 renewals

Kill-a-Watt electrical meter

Loan period 2 weeks, no renewals

ADDITIONAL RENEWAL INFORMATION:

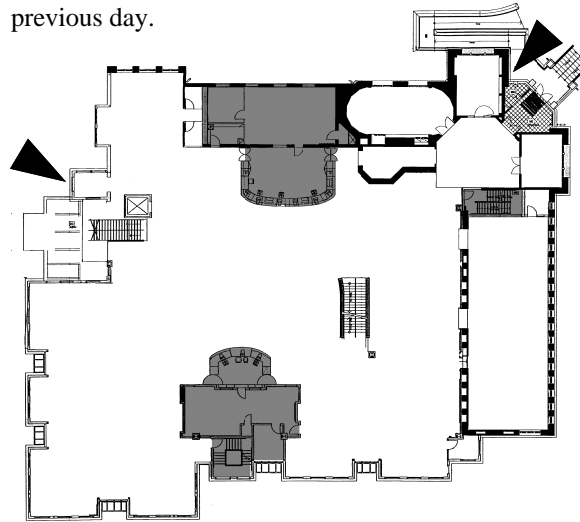
- An item may not be renewed if there is an outstanding request for it.
- Materials may be renewed in person at any Minuteman library by presenting either the library card or the item(s) to be renewed. Materials may also be renewed online or by telephone. Please have your library card ready when renewing by phone.
- "Interlibrary Loan Materials" (those items borrowed through Cary Library from non-Minuteman libraries) may be renewed conditionally, in person, item in hand, at the Reference Desk.
- Virtual Catalog items may not be renewed.
- If overdue materials are renewed, any fines accrued will be posted to your account.
- If you have fines totaling \$5.00 or more on your account, you may not renew materials until the fines have been paid.

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BOOK DROP:

Two book drops, located at the front and rear entrances of Cary Memorial Library (as indicated by the arrows below), are open 24 hours a day, 7 days a week. Any item (including videos, CDs, etc.) may be returned in the book drops.

Items returned in the book drop before the library opens are considered to have been returned the previous day.



PERSONAL IDENTIFICATION NUMBERS (PINS):

PINs may be chosen at the library (in person) or online. PINs allow you to access your account, renew, reserve, or cancel reserved items online via the MLN website www.mln.lib.ma.us, or at the Cary Memorial Library website www.carylibrary.org.

You may also arrange to have all library notices (reserves, reminders, overdue, etc) sent to you via email. Register your email address at any desk or online using the "My Account" feature.

Cary Memorial Library www.carylibrary.org

1874 Massachusetts Ave, Lexington, MA 02420
(781) 862-6288

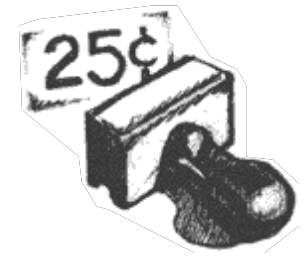
Mon-Thu 9-9

Fri-Sat 9-5

Sun 1-5

*(closed Sundays from Memorial Day weekend
through Labor Day weekend)*

Loan Periods, Fines, and Fees



 Cary Memorial Library
www.carylibrary.org