

Lending Policies

The following policies govern the lending procedures of the Central Massachusetts Agency on Aging Lending Library, regarding the lending of books and videos.

In order for a person to borrow a book or video from the Central Massachusetts Agency on Aging Lending Library, that person must become a member of the library and sign an agreement. The agreement shall state: Individuals who borrow materials from the library accept the responsibility for using materials with reasonable care, returning them to the Central Massachusetts Agency on Aging Lending Library according to established loan policies, and not losing or damaging them through negligence. Failure to comply with the policy can result in suspension of some or all library privileges.

At the time a person signs up to become a member of the Central Massachusetts Agency on Aging Lending Library, Central Massachusetts Agency on Aging will ask for a copy of a drivers license, or other means of identification (a passport, a resident card, a state id).

Books or videos may be loaned for a 30 day period and will be loaned, without charge, to residents within our Planning and Service Area. No more than two books or one video may be loaned out to a member at any given time. The Central Massachusetts Agency on Aging Lending Library will keep records of all such loans. The borrower should notify the library of any address change, the desire to cancel membership, or a move out of our Planning and Service Area.

If a borrower does not return the book or video within the specified time frame, a written notice will be sent to the borrower as a reminder, followed up with a phone call to the borrower. If the book or video is still not returned within a reasonable time following the written and verbal notices, a bill will be sent to the borrower for payment of the full cost of the book or video.

The library hours are Monday through Friday, 11:00AM to 2:00PM.

I _____, the borrower, do agree and accept the terms of the Central Massachusetts Agency on Aging Lending Library.

Signature

Date_____