



# Fitchburg Public Library

## Checkout Policy

### Checkout Limits and Loan Periods

Patrons may have 50 items out on their card.

- Books (limit of 50 items) are loaned for 3 weeks.
- CDs (limit of 10 per card) are loaned for 3 weeks.
- DVDs (limit of 10) are loaned for 1 week.
- Audiobooks (limit of 5) are loaned for 3 weeks.
- Magazines (limit of 10) are loaned for 3 weeks.
- Video games (limit of 1 from Children's Room, 2 from Teen Center) are loaned for 3 weeks, with no renewals.
- Digital items: Limits and loan periods vary.
  - Ebooks, audiobooks, and magazines are available through the [Libby app](#).
  - Streaming video is available through [Kanopy](#).
- Library of Things items:
  - Bicycles (limit of 1) are loaned for 1 week.
  - Telescopes (limit of 1) are loaned for 1 week.
  - Tools (limit of 2) are loaned for 1 week.
  - Art prints (limit of 2) are loaned for 2 months.
  - Museum passes (limit of 1) have a variable loan period.
  - WiFi hotspots (limit of 1 per household) are loaned for 2 weeks, with no renewals.

The Fitchburg Public Library follows all [Circulation Policies set by CW MARS](#) for materials borrowed from CW MARS libraries. The loan limit and renewal terms for materials from other libraries obtained via Interlibrary Loan are determined by the lending library.

Reference books do not circulate, but the library does have a copy machine (15 cents a page).

### Renewing Items

Patrons may renew items either by telephone (978-829-1780) or from home by logging into your library account here. Have your library card number handy. There are no renewals for Library of Things items. Items able to be renewed will be automatically renewed with no action required by the patron, unless the patron record is blocked or local exceptions prevent it. An email notice of renewal will be sent to the patron.

### Fines

There are no fines for overdue books, audiobooks, CDs, DVDs, video games, or magazines that belong to the Fitchburg Public Library. If an item has not been returned 4 weeks after the due date, patrons will receive a bill for the replacement cost of the items, and the card will be blocked until this bill is resolved. Billed items can be resolved by returning the item (preferred) or by paying the replacement fee.

Items that are returned damaged or missing parts may also incur a full or partial replacement fee, at the



# Fitchburg Public Library

discretion of library staff. Items borrowed via Interlibrary Loan may be subject to overdue fines, depending on the lending library's policies.

Overdue Library of Things items are still subject to overdue fines:

- Bicycles not returned when due are fined \$5 per day. The replacement cost is \$251 for the bicycle and \$20 for the lock.
- Telescopes not returned when due are fined at \$5 per day. The replacement cost is \$375.
- Tools not returned when due are fined at \$5 per day. The replacement cost varies.
- Art prints not returned when due are fined at \$5 per day. The replacement cost varies.
- Museum passes not returned when due are fined at \$5 per day.
- WiFi hotspots not returned when due are fined at \$5 per day. The replacement is \$115 for all components.