

PARKER MEMORIAL LIBRARY CIRCULATION POLICY

CARD ELIGIBILITY AND REGISTRATION

A Dracut Library card may be obtained by any patron age 5 or older.

A library card should be applied for at least 30 minutes before the closing of the Library.

Children under 16 must be accompanied by a parent with valid ID and proof of residency or a caretaker with letter from parent or guardian giving permission to open a library card, taking full responsibility and provide a phone number in order to verify permission.

Patrons age 16 and older must show photo identification and proof of residency.

Applicants under the age of 18 without an ID may request a parent or guardian to show valid ID and proof of residency on their behalf or provide a letter from parent or guardian giving permission to open a Library card, taking full responsibility and provide a phone number in order to verify permission.

- To register for a library card, a Massachusetts resident must provide:
A current valid photo ID with a current address OR
- A current valid photo ID AND proof of residence by providing one of the following with a current address:
 - property tax bill
 - car registration
 - excise tax bill
 - renter's lease
 - utility bill
 - postmarked mail

OUT OF STATE PATRONS

Patrons living out of state may apply for a Dracut Library card.

To register you must provide:

- A current valid photo ID with current address listed OR current valid photo ID AND proof of residence (see above for items accepted as proof of residence).
- Sufficient proof that you meet at least one of the following requirements:
 - Work in Massachusetts (recent pay stub)
 - Attend school in Massachusetts (current school ID)
 - Own property in Massachusetts (current real estate tax bill)

LIBRARY eCARD

An eCard is for patrons who do not already have an MVLC library card. The eCard application is available online through the library website.

You are eligible to apply for an MVLC library eCard if you:

- are a resident of Massachusetts
- do not currently have a library card from an MVLC member library.

LOST CARD

If a Parker Memorial Library card is lost, a patron may apply for a new card by showing valid identification, paying a non-refundable replacement fee, and clearing any existing fines on their account.

BORROWING

To borrow materials or access their account in Dracut, library card holders need to provide one of the following:

- A Dracut or MVLC library card OR
- A current valid ID/ driver’s license with a current address OR
- Show their library card in the MVLC app

Children who do not have their library card may not check out materials unless they present a student ID or are with a parent or guardian who presents a valid ID.

The Library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

BORROWING PERIODS, LIMITS, RENEWALS

Material	Borrowing Period	Borrowing Limit	Renewals
Print Books	3 weeks	Unlimited*	Twice
Audiobooks/Playaways	3 weeks	Unlimited	Twice
Music CDs	3 weeks	Unlimited	Twice
Magazines	1 week	Variable	No
DVDs	1 week	Unlimited	Once
Hot DVDs	3 days	3 per patron	No
Binge Boxes	2 weeks	2 per family	No
Video Games	2 weeks	2 per Family	No
Museum Passes	See Section IV	2 per month	No
Civics & Citizen Toolkit	3 weeks	1 per family	Twice
HotSpot	2 weeks	1**	No
Roku	2 weeks	1**	No
Switch/Switch Lite	2 weeks	1**	No
Cake Pans	2 weeks	2 per family	No

Launchpads	2 weeks	2 per family	No
All other Library of Things	2 weeks	1	No

*We ask that patrons check out only a reasonable number of books on a single subject at one time. The Library reserves the right to limit items on the same subject for school projects.

** After returning a Hotspot, Roku or Switch/Switch Lite, a patron must wait a minimum of 14 calendar days before checking out another one.

After the 9 week borrowing period, a returned item must be shelved before being taken out again. It must remain on the shelf for 24 hours before being taken out by the patron that just returned the item.

An item is only renewable if no holds exist on the item.

September 12, 2018, April 2024, June 2024