

SCOVILLE MEMORIAL LIBRARY CIRCULATION POLICY (Revised 11/12/21)

Library Cards: Eligibility and Registration

1. Lakeville/Salisbury residents age 16 and up may receive a Library card by completing an application.
2. Children, age 15 and under, who reside in Lakeville/Salisbury may receive a Library card upon completion of an application by a parent or legal guardian with a Library card in good standing. By signing the application, the parent or legal guardian accepts responsibility for settling any and all fines, damages, losses, or other assessments against the Library card of his or her child.
3. Temporary (30-180 days) residents of Lakeville/Salisbury are eligible to use the Library for a 90 day period upon completion of an application. Registration for Library privileges will be for the use of the household and will be kept on file in the Library; temporary residents will not receive a Library card. Borrowing is limited to ten items, per household, at a time.
4. Connecticut residents who reside in towns other than Lakeville/Salisbury may borrow materials by presenting a valid Library card issued by their home-town Library. An out-of-town Connecticut resident has the same borrowing privileges as do Lakeville/Salisbury residents and is subject to all the rules of the Library.
5. Out-of-state residents, upon completion of an application, may purchase a card for \$35.00 per year. An out-of-state resident has the same borrowing privileges as do Lakeville/Salisbury residents and is subject to all the rules of the Library.
6. Institutional cards will be issued to any organization in Lakeville/Salisbury that completes an application, signed by an officer or principal who will assume responsibility for settling any and all fines, damages, losses or other assessments against the card. The resulting Library card will be issued in the name of the institution and is for use by the organization only and not for personal use by officers, employees or members.
7. Staff members may use their home-town cards to borrow Library materials. All materials borrowed by staff members must be charged out on a Library card. Staff members are expected to return borrowed materials on time, or to renew them.

Responsibilities of Library Card Holders

A Library user is responsible for all materials checked out on the user's card or the cards of children for whom the user has assumed responsibility. If a user allows others to borrow materials using the user's card, those materials are the responsibility of the card-holder.

Lost cards and change of address, phone and/or name should be reported as soon as possible. There is no replacement fee for a lost card.

Loan Limits and Loan Periods

Limits on the number of items that may be borrowed and loan periods are established to provide users with an adequate amount of time to use materials and return them so they are available to others.

Loan Limits:

Borrowers in good standing may have up to 50 items checked out any time. A limit may be placed on any type of materials that may be in high demand, such as books used for school projects.

Loan Periods:

Adults:

- New Fiction, New Mystery, New Non-Fiction, New Biography, Periodicals – 14 days
- Fiction, Mystery, Non-Fiction, Biography, Large Print, Audiobooks, Books on CD, Non-Fiction DVDs – 21 days
- DVDs – 7 days
- Reference – up to 7 days

Children:

- All materials except DVDs - 21 days
- DVDs - 7 days

Passes – 7 days

Reserves

Any item in the Library's collection may be reserved. Reserves are filled on a first come, first served basis. The number of reserves a borrower may place is unlimited. Reserve

materials are held for pick-up for seven days, after which time the reserve will be canceled.

Renewals

Any item in the Library's collection may be renewed if there are no reserves.

Overdue Materials

Borrowers who have signed up for email notifications will receive an overdue notice when appropriate. If an item is not returned, borrowers will receive a bill to replace the item. A borrower's account is considered in good standing once the item has either been returned or payment for replacement costs has been received.

Financially-Related Borrower Suspensions

A cardholder will have the holder's Library borrowing privileges suspended whenever the holder owes \$10.00 or more in replacement charges.

Library staff are authorized to adjust or cancel replacement costs if a mistake has been made or the circumstances warrant this.

Lost materials

If an item is reported lost, not returned or damaged, the borrower will be charged the higher of the original purchase price or the minimum replacement charge. Minimum replacement charges for lost or damaged Library materials are:

- Adult fiction, mystery - \$30.00
- Adult fiction paperback - \$15.00
- Adult non-fiction, biography - \$35.00
- Adult non-fiction paperback - \$25.00
- Audiobook, adult and juvenile - \$10.00
- DVD - \$35.00
- Reference - \$50.00