

## **ROXBURY PUBLIC LIBRARY**

### **CIRCULATION POLICY**

#### **PATRON REGISTRATION**

Any resident of Roxbury, upon presenting proof of residency and completing the Borrower's Application, may obtain a Minor Memorial Library/Roxbury Public Library Card (the "MML Card") and is eligible to borrow library materials. Staff may use their discretion in issuing library cards to temporary residents upon proof of temporary residency status. Information requested on the Borrower's Application is limited to name, address (both residence and mailing), phone and email (applicants' option).

MML cards may be issued to individuals and expire in three years. Cardholders are responsible for keeping MML Cards current. Although there is no charge for issuing MML Cards, a \$1.00 fine may be charged to replace lost cards.

MML cards may be issued to children under the age of 14. Parents or guardians must verify residency for their children and complete an application for each child's registration. By signing the child's registration form, the parent or guardian accepts responsibility for fines, replacement charges and other financial assessments levied against the library card of his or her child.

#### **Eligible for Proof of Residency**

We accept ONE of the following:

- Connecticut driver's license or certificate of renewal with current address printed on the front
- Connecticut ID card with current address printed on the front

We accept TWO of the following (one must include a current address):

- Utility bill or other billing statement issued within the last 60 days, showing current address
- Check imprinted with name and current address
- Connecticut driver's license or Connecticut ID card indicating change of address on the back
- Self-addressed postcard mailed by the library and returned by the applicant
- Rent receipt, imprinted with the property management company or apartment building name, issued within the last 60 days showing current address
- Bank statement issued within the last 60 days showing current address
- Government issued medical ID card showing current address
- Valid vehicle registration showing current address
- Valid passport (U.S. or foreign)
- Valid alien registration card
- Current student ID with photo
- Current employee ID with photo
- Current membership store ID with photo
- Current pay stub, imprinted with company name, issued within the last 60 days and showing applicant's name
- Out of state driver's license

#### **CONFIDENTIALITY OF LIBRARY RECORDS**

See Policy on Privacy and Confidentiality of Library Records and Law Enforcement Inquiries

#### **BORROWING PRIVILEGES**

Anyone who presents a valid Connecticut public library card is eligible to borrow Minor Memorial/Roxbury Public Library materials. Borrowers are responsible for all materials borrowed on their library card by themselves or others. Any replacement costs incurred from said borrowed materials are the responsibility of the borrower. Borrower privileges may be suspended, at the discretion of the Library Director, if reimbursement or replacement of lost items is not made by the patron. The borrower is responsible for reporting any change of name, address and lost or stolen cards.

Borrowers should have their library cards with them to conduct library business. The staff may request identification when a patron requests library materials without a library card. Patrons who use their library cards at other Connecticut public libraries must follow the rules of those libraries.

### **LOAN PERIODS ARE AS FOLLOWS:**

- Museum Passes: 3 days, 1 renewal
- Videos/DVDs: 1 week, 2 renewals
- Special materials (i.e. Summer Reading, holiday books): 14 days, 1 renewal
- New books, magazines: 14 days, 2 renewals
- All other items (including DVD Series): 21 days, 2 renewals (effective August 1, 2010)

The number of library materials that can be borrowed with a valid library card is not limited. The Library reserves the right to restrict borrowing during high demand times, such as required summer reading.

Materials in Reference, in the Local History collection and autographed Local Author books do not circulate but may be used in the library. Non-autographed Local Author and Hanson Baldwin materials may be circulated at the discretion of the Library Director.

All library materials, excepting new materials, may be renewed, providing there are no reserves placed on said material. Renewals may be made in person, by phone, email or online.

### **INTER-LIBRARY LOAN**

Materials may be borrowed from another library through our inter-library service. Requests for these loans may be made in person, by phone, email or online access. Materials borrowed from other libraries circulate according to the lending library's policy. Books lent through inter-library loan to the borrowing library's cardholders circulate for 35 days; videos and DVDs circulate for 21 days (this includes shipping time between libraries).

### **FEE AND FINES**

Borrowers are responsible for returning Library Materials by their due date. A Fine and Fee schedule is as follows:

VIDEOS & DVDs	\$1.00 per day (beginning July 1, 2005)
Museum Passes	\$1.00 per day (beginning July 1, 2013)

The Library may notify Borrowers that they have overdue materials. The Library Director will decide upon the number of overdue notices, their mailing schedules and other particulars.

Replacement charges for lost or damaged library materials will be the higher of either the cover price or the minimum costs, as follows:

Books:		
Adult fiction	\$	30.00
Adult non-fiction		35.00
Children's fiction		20.00
Children's non-fiction		25.00
Paperbacks		15.00
Videos		25.00
Books on tape or CD (per tape or CD) for total amount of tapes/discs in lost or damaged title		10.00

The donation of a new copy, or an acceptable replacement, (as determined by Library Director) will be permitted in lieu of payment. Refunds will be issued for payment of lost items that are later found at the discretion of the Library Director.

## RESERVES

Circulating Materials may be reserved either in person, by phone, by email or by online access. Borrowers will not be charged for reserves but the number of reserves placed may be limited within a given time period. Borrowers will be notified by phone or email when requested items are available. Reserved items will be held for one week after borrowers are notified.

Adopted by the Board of Directors of Minor Memorial Library

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Cynthia Newby, Chair

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2/12/2016  
dated