

Beardsley & Memorial Library Circulation Policy

The Beardsley & Memorial Library materials are available to the public for use within the Library during regular Library hours. In order to borrow materials from the Library, an individual is required to register as a Library Patron.

REGISTRATION

Winsted, Barkhamsted, and Colebrook taxpayers and residents may register for **free**. Out of town residents of the State of Connecticut are required to have a current library card from their hometown library to apply for borrowing privileges at Beardsley & Memorial. A driver's license or other photo ID or two pieces of non-photo ID are required to register. Children under the age of 14 must obtain a parent or guardian's signature and ID for permission to borrow library materials. Registrations will be for a three-year period. After which, the card can be renewed.

Out of state residents will register and pay a fee of **\$10.00 per year** in lieu of taxes which support the Library. Out of state registrations will be good for one year.

LIBRARY CARDS

Library patrons receive a Beardsley & Memorial library card to use at this library. Beardsley patrons may register for borrowing privileges at any other public library in the State of Connecticut. Each person is responsible for all library materials checked out with his/her card, **INCLUDING** payment of overdue fines and replacement costs for materials that are lost or damaged. Parents/guardians are responsible for materials charged out with their child's card. Lost library cards should be reported as soon as possible.

The replacement fee for lost cards is **\$1.00**.

CIRCULATION PERIODS

- New adult fiction circulates for **seven days**.
- New adult non-fiction circulates for **fourteen days**.
- DVDs circulate for **seven days**.
- Magazines circulate for **seven days**.
- All other materials circulate for **four weeks** unless otherwise marked.

CIRCULATION LIMITS

Twenty-five items may be charged out at one time on one library account. A total of five DVDs may be charged out on one library account.

During library hours, all materials may be returned in the book drop located in the main entrance or at the circulation desk. After hours, items should be placed in the book drop located on the exterior of the building near the main entrance.

OVERDUE FINES

- Books, magazines, audiobooks, and DVDs have an overdue fine of **\$0.10 per day**.
- Museum passes have an overdue fine of **\$1.00 per day**.
- The maximum fine a library patron can accrue before receiving a RESTRICTED status is **\$10.00**.

Restricted patrons are unable to reserve or check out library materials and are not permitted to use library computers.

The Library sends overdue notices via regular mail or email every two weeks. Patrons with overdue materials on reserve for another patron will be telephoned as a reminder to return the materials immediately. In the event that the patron does not respond to two overdue notices, a final notice with a bill for replacement costs will be mailed. The patron's account will be restricted, and computer privileges suspended until all replacement costs are paid OR the materials are returned.

LOST MATERIALS

Patrons are responsible for all lost materials checked out on their library card. Patrons will be billed the cost of the item plus a \$5.00 processing fee per item. In the event the patron locates the item and returns it with the receipt of payment before the replacement item has been ordered, a refund will be given. In no event shall any refund be made more than 90 days after the date of the receipt.

RENEWALS

Materials are automatically renewed for one loan period on the due date if there are no holds waiting. Patrons may also renew by calling the library or by accessing their account online through our website:

www.beardsleylibrary.org.

RESERVES

Patrons may request to reserve any circulating item. Reserves will be taken on a first-come first-served basis. Patrons will be notified by telephone and/or email when the item is available to them. Items "on hold" will be kept at the circulation desk for one week. If a patron requests an item to be purchased, a hold will be placed for the item when it comes in. All purchase requests are at the discretion of the Library Director.

INTER-LIBRARY LOANS

Patrons may request materials from other Connecticut libraries. Inter-library loans (ILL) and deliveries are part of the Connecticut State Library system. Patrons can make requests directly online or by filling out an ILL request slip. Circulation periods are dependent on the lending library's policy. Renewal of an inter-library loan is dependent on the lending library's approval. Patrons must contact one of Beardsley's ILL coordinators to request a renewal.

CONFIDENTIALITY OF RECORDS

The Beardsley and Memorial Library does not have access to past circulation records of library users. It is the policy of The Beardsley and Memorial Library that circulation records and other records identifying the names of library users are confidential in nature, and that the librarian and all library employees are to maintain the confidentiality of such records and that such records shall not be made available to any person or to any agency of state, federal or local government, except pursuant to such process, warrant, order or subpoena as may be authorized under the authority of and pursuant to federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

The librarian is directed to resist complying with any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such a process, warrant, order or subpoena the librarian shall refer to and follow all procedures set forth in the Beardsley & Memorial Library's Response to the Patriot Act Policy, dated October 6, 2005. If process, warrant, order or subpoena is not in proper form or if good cause has not been shown, the Library will insist that such defects be cured.