 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 non-fiction circulates for fourteen days.
DVDs circulate for seven days.
Magazines circulate for seven days.
All other materials circulate for three weeks unless otherwise marked.

Circulation Limits

Twenty-five items may be checked out at one time on one library account.
A total of five DVDs may be checked 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 place in the book drop located on the exterior of the building near the main entrance.

OVERDUE MATERIALS

As of March 1, 2023, Beardsley Library will no longer charge late fees on any items except Museum Passes, which will accrue fees of $1.00 per day.

The Library’s mission is to connect patrons with resources, and the Library recognizes that fines can become a barrier to access.

**Items will be checked out on the following time table:**

New Books: 2 weeks, with one automatic renewal

All other books and audiobooks (children, YA, and adult): 3 weeks, with two automatic renewals

DVDs: 7 days with two automatic renewals

Children’s reading buddy backpacks: 3 weeks, with one automatic renewal

Please note: Items will automatically renew so long as there are no holds on the item. Patrons are responsible for checking their due dates. Patrons can also renew items through their account online or by calling the library.

Items that are not returned by the due date will not accrue daily late fees, but if they are not returned within three weeks of the due date, these items will be considered lost and will be billed. The patron will receive a bill for the replacement cost of the item, and their account will be BLOCKED. This patron will not be able to check any items out at Beardsley or any other library in the Bibliomation Consortium until the item is returned or paid for.

LOST MATERIALS

Patrons are responsible for all lost materials checked out on their library card. Patrons will be billed the cost of the item. Patrons are encouraged to double check for their items prior to paying the replacement costs as no refunds can be made.

RENEWALS

Materials may be renewed for one loan period, if there are no holds waiting. Patrons may renew by calling the library or by accessing their account online through our website, [www.beardsleylibrary.org](http://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 for purchase, 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. The FindIt CT catalog can be used to search for materials from other libraries. Patrons can make requests directly via the Library’s website 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.

Approved by the Board of Trustees
3/2023