

WEST HARTFORD PUBLIC LIBRARY

CIRCULATION POLICIES

REGISTRATION

A West Hartford Public Library card may be used to borrow materials at any public library in the state of Connecticut that participates in the Connecticut Library Service Program. Any person eighteen years of age or older or the parent/guardian of any person under eighteen years of age with a West Hartford Public Library card is responsible for all charged materials, associated fees and notification of card loss or change of address.

RESIDENTS: Any person for whom West Hartford is the principal place of residency will be issued a library card upon request for three years. The person must present identification (such as a valid driver's license or a post-marked envelope) showing a current West Hartford residential address.

CHILDREN: Children under fourteen years of age who do not have identification must have a parent/guardian provide proof of address.

STUDENT RESIDENTS: Any out-of-state resident who resides in West Hartford for the purpose of attending school will be issued a library card upon request for one semester provided that the person presents a valid student identification and a valid driver's license or a post-marked envelope showing a current West Hartford residential address and showing a permanent out-of-state residential address.

TEMPORARY RESIDENTS: Any out of state resident for whom West Hartford is a temporary place of residency will be issued a temporary library card, upon request, for up to one year. The temporary resident must provide identification, such as a valid driver's license or a post-marked envelope showing their current West Hartford residential address and their permanent out-of-state residential address. A *temporary* West Hartford Public Library card may be used only at the West Hartford Public Library. The library reserves the right to limit the number of items concurrently borrowed on a temporary card.

RESIDENTS OF OTHER CONNECTICUT TOWNS: Any person who resides in a Connecticut town other than West Hartford may borrow materials from West Hartford Public Library by presenting a valid card from their hometown public library and identification, such as a valid driver's license or a post-marked envelope, confirming their residence in that town.

LOANS

The circulating collection is available for loan. An item in circulation is considered on loan until it is returned intact. Adult reference materials are available for overnight loan at the discretion of the Reference Librarians. The West Hartford collection, the storytelling collection, current issues of serials, and back issues of designated serials are not available for loan.

Materials may be borrowed for one loan period. Materials may be renewed for one additional loan period, with the exception reserved items. To renew items, the borrower must present a valid library card and/or the items to be renewed at a circulation desk, or may request renewal by telephone. Borrowers can also renew items themselves through the online public access catalog.

LOAN PERIODS

Videocassettes/DVDs (entertainment)	1 week
New Adult Fiction	1 week
Magazines/Serials	1 week
Pamphlets	1 week
Audiocassette Player	2 weeks
New Adult Non-Fiction	2 weeks
Cassettes/Compact Discs (music or interactive)	2 weeks
Audio books (downloadable)	2 weeks
Audio books (cassette or CD)	4 weeks
Realia	4 weeks
Children's Books	4 weeks
Adult Books	4 weeks
Videocassettes/DVDs (instructional/educational)	4 weeks
Day Care Loans (Licensed Day Care Centers)	4 weeks
Nursing Home Loans	8 weeks
Teacher Loans	8 weeks

Print materials available for 4 week loans (except summer reading list items) may be borrowed upon request for up to two months during July and August. All materials borrowed on "summer loan" are due the day after Labor Day.

BORROWING MATERIALS

A West Hartford Public Library registered borrower may have up to 100 items charged out on his/her card.

A borrower may renew items borrowed from the West Hartford Public Library in person, by telephone, or online. Customers may renew each item one time, for the same length as the original loan period. Customers may not renew an item if it is on reserve for another customer.

Borrowers are blocked (prevented from charging out additional materials) when they owe more than \$10.00 in fines, or when they have one lost item.

Customers may request a reserve (hold) on any item by filling out a Reserve Card in the library, calling the reference desk, or through our online public access catalog.

INTERAGENCY LOANS, RESERVES, INTERLIBRARY LOANS, REQUEST FOR PURCHASE

Interagency Loans: Materials that are on the shelf and available for circulation may be requested at any library facility through an interagency loan without a fee. Requests for interagency loans may be made in person or by telephone.

Reserves (Holds): Materials (except reference materials and serials) that are "on order" or in circulation may be reserved in person, over the internet, or by telephone.

Interlibrary Loans: Print and media materials that are not owned by West Hartford Public Library may be borrowed from another library through the interlibrary loan service. Requests for interlibrary loan materials may be made in person or by telephone. All ILL materials must be returned to the library where the request was initiated. Some interlibrary loans may require a postage fee if they are sent from a remote library.

Request for Purchase: Anyone may request an item for purchase for the collection. All requests will be reviewed according to the West Hartford Public Library Book Selection Policy. Requested items that are purchased may be reserved.

CONNECTICAR

The West Hartford Public Library complies with the Connecticut guidelines as adopted by the Connecticut State Library. Connecticut (C-Car) is the Connecticut State Library Delivery System for library materials. Any materials may be returned to any participating Connecticut library. The borrower is responsible for the materials until they are returned to the owning library.

FEES AND FINES

The West Hartford Public Library Fines and Fees Schedule is attached. Notices and bills are sent to borrowers with overdue materials as a courtesy. Prompt payment of overdue fines, replacement costs, and a processing fee for lost materials is expected. Borrowing privileges are suspended if there is an overdue item for which the replacement cost has been assessed or a fine(s) has accrued in excess of \$10.00. Delinquent accounts may be forwarded to the Corporation Counsel of the Town of West Hartford or a collection agency for collection.

FEES AND FINES

ITEM	DATE	FEE
Overdue Adult Materials	6/15/93	\$.15 day
Overdue Juvenile Materials	6/15/93	\$.15 day
Lost Library Cards	6/15/93	\$1.00 each
Inter-Library Loans	2/26/07	<i>no handling fee</i> <i>postage, if necessary</i>
Out-of-State Borrower's Card	9/3/81	\$20 refundable deposit
Overdue Materials Maximum Fine	12/2/82	\$5 (or replacement cost)
Lost Library Materials	3/95/90	Cost of item + overdue fine + up to \$5 processing fee
Lost Disk or Cassette from a set	2/23/09	\$10 per disk/tape
Lost Materials Processing Charge	2/21/95	\$2 for paperbacks and magazines \$5 for all other materials
Lost Barcodes	11/5/81	No charge
Photocopying (print)	1/8/81	\$.15 per page
Photocopying (Microfilm)	12/2/82	\$.25 per screen
Printing at computer workstations	3/15/05	\$.10 per page, \$.25 per page (color)

Revisions adopted by the Library Board – February 26, 2007