

**NURSING HOME LOAN POLICY**  
**WEST HARTFORD PUBLIC LIBRARY**

Effective July 1, 1992

Any representative of a nursing home located in West Hartford who has a valid Connecticut public library card may borrow books from the West Hartford Public Library (Main Library) according to the following Nursing Home Policy:

1. A nursing home representative may borrow books from the West Hartford Public Library (Main Library) for a two-month period.
2. The representative is responsible for selecting the titles. Library staff will provide reader advisory assistance when the representative comes to the Main Library.
3. The representative is responsible for transporting the books to and from the nursing home.
4. Books loaned under this policy cannot be renewed and should be returned by the due date.
5. The Library maintains the right to limit loans on collections of books within certain author and subject areas if the loan will deplete an area of the collection.
6. The Library expects that books charged out to a nursing home representative will be for nursing home resident use only and will not leave the nursing home.
7. "New books," records, cassettes, videos, magazines, newspapers and other media are not available for the extended nursing home loan.
8. The nursing home representative is responsible for prompt payment for damaged and lost materials.

Approved February 18, 1992  
West Hartford Public Library Board  
2/11/92