

WEST HARTFORD PUBLIC LIBRARY

TEACHER LOAN POLICY

Any teacher with a valid Connecticut public library card has the privilege of borrowing books from the Children's collection of the West Hartford Public Library and its branches according to the following policy:

1. A teacher has the privilege of borrowing books from the Children's collection of the West Hartford Public Library and its branches for a two month loan period using a valid Connecticut public library card.
2. These books on a special loan period cannot be renewed.
3. Teachers are not charged overdue fines for books returned late; however, we do expect the books to be returned by the due date. The books have been out of circulation for two months and patrons are waiting for their return.
4. The library maintains the right to limit loans on collections of books within certain subject areas (e.g. planets, whales, Canada) if the loan will deplete that area of the collection.
5. The library expects that books charged out to a teacher will be for classroom use only and will not leave the classroom.
6. Videos, audiocassettes and other media are not available for teacher loan.
7. Packets (groups of books on social topics or curriculum areas packaged together) are not available for teacher loan.
8. The library will have to be reimbursed for lost books.

Approved by the West Hartford Library Board
August 22, 1995

VACATION LOAN POLICY

Print materials with a 28-day loan period may be borrowed, upon request, for an extended vacation loan period of 65 days.

Requests for vacation loans are subject to the approval of the supervisor in charge.

Materials on reading lists are excluded from vacation loans, and materials borrowed for vacation loans may not be renewed.

Approved by the West Hartford Library Board
July 23, 1997

WEST HARTFORD PUBLIC LIBRARY
POLICY FOR CIRCULATION CD-ROMS

PURPOSE

In support of the Library's mission to fulfill the informational, cultural, educational, and recreational needs of its community of users, the West Hartford Public Library system will make available to the public for loan interactive multimedia CD-ROMs. These materials will be available at all three libraries in collections for adults, young adults, and children on topics appealing to a broad range of interests.

COLLECTION DEVELOPMENT

The development of the CD ROM collection will be in keeping with the guidelines set in the library's Materials Selection Policy. Criteria to be used when selecting CD-ROMs will include informational, educational, and creative content, authoritativeness, accuracy and timeliness of information, user-friendliness, usefulness, age level of audience, type of equipment required, and cost. These collections will be for home use rather than for use in the library. The collection will represent Windows, MPC (Multimedia PCs), and Macintosh operating systems.

CIRCULATION POLICY

CD-ROMs will circulate for two weeks and only one in-library renewal will be permitted. Borrowers will be allowed to charge out one CD-ROM at a time on their card. The library cardholder in whose name the CD-ROM is charged out assumes financial responsibility for the item. Overdue charges will be \$1.00 per day in order to encourage punctual return of materials. CD-ROMs may be reserved but they will not be available for Interlibrary Loan. CD-ROMs may be returned in the book drop at any West Hartford public library.

If instructional material critical to loading and operating the CD-ROM software is lost or damaged beyond use, the borrower will be charged with the replacement price of the instructional materials. If a CD-ROM disk is lost or damaged, the borrower will be responsible for the replacement price of the entire set.

STAFF ASSISTANCE

Because of the wide range of equipment and software that is in the market place, all without standard procedures and instructions, the library staff cannot provide technical support for installing or using CD-ROMs. Customers are advised to seek assistance from the publisher of the software or the manufacturer of their computer equipment.

LIABILITY

The library cannot be held responsible for any damage to the customers' equipment or data.

**Approved by the West Hartford Library Board
January 14, 1997**

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 load 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