

West Hartford Public Library

POLICY MANUAL

Title: Circulation Policy

Revised by the West Hartford Library Board, May 22, 2023

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 borrowIT CT. 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 materials and associated fees charged to their card. Cardholders are responsible for notifying the West Hartford Public Library of card loss or changes in contact information.

Any person for whom West Hartford is the principal place of residency will be issued a library card upon request for three years. To obtain a library card:

ADULTS: Adults will need to present a photo ID and proof of residency.

TEENS: Teens, 13 to 17 years old, may apply for their own library card by showing proof of residency.

CHILDREN: Children age 12 and under may obtain a card when accompanied by a parent or guardian. The parent/guardian must provide proof of residency.

STUDENT RESIDENTS: Students attending school in West Hartford who do not have a current card from another public library in Connecticut may apply for a card while they attend school in West Hartford.

TEMPORARY RESIDENTS: Any person who is temporarily living in West Hartford may register as a temporary user for up to one year. A temporary resident must provide identification, showing a permanent out-of-state address. A refundable deposit of \$20.00 is required. A temporary West Hartford Public Library card may be used only at the West Hartford Public Library. Only 2 items may be borrowed concurrently on a temporary card. When the patron is ready to leave town and has returned all materials and settled all fees and fines, the deposit will be refunded in exchange for the card.

CONSORTIUM LIBRARIES: Library Connection, Inc. (LCI) is a consortium of public and academic libraries that share an integrated library system. Anyone with an LCI member library card may use that card at the West Hartford Public Library.

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.

LOANS

The circulating collection is available for loan. An item in circulation is considered on loan until it is returned intact. Materials may be borrowed for one loan period. Materials may be renewed for two additional loan periods, with the exception of reserved items. Some materials are not eligible for renewal due to limited availability. This policy applies to material owned by the West Hartford Public Library. Items loaned from other institutions are subject to the policy of the owning library.

INTERLIBRARY LOANS: An interlibrary Loan (ILL) transaction is a request to borrow material not owned by the West Hartford Public Library or held by any member library in the consortium. All ILL materials must be returned to a West Hartford Public Library location.

deliverIT CT: The West Hartford Public Library complies with the deliverIT CT guidelines as adopted by the Connecticut State Library. DeliverIT CT 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

As of July 1, 2023, the West Hartford Public Library will not charge fines for most overdue library materials. Some late fees may still apply for equipment or specialty loans. See the library website or ask a staff member for a full list of applicable fees. If materials are borrowed from other libraries, fines may be charged based on the policy of the owning library.

Library users are responsible for returning materials on or before their due date. Notices and bills are sent to borrowers with overdue materials as a courtesy. Prompt payment of overdue fines or replacement costs for lost or damaged materials is expected. No refunds of these charges will be made if the lost material is later found. Borrowing privileges are suspended if there is an overdue item for which the replacement cost has been assessed or a maximum fine has been reached. At the Library's discretion, a same-title replacement in brand new condition may be accepted instead of the replacement fee.

Revised and adopted by the West Hartford Library Board May 22, 2023. Previous revisions adopted February 24, 2020, September 23, 2019, January 28, 2019, October 29, 2018, April 25, 2016, October 26, 2015, June 22, 2015, February 24, 2014, August 16, 2013, June 27, 2011, February 22, 2010, February 26, 2007, and October 19, 1999. Also includes addenda dated October 15, 2002, April 26, 2001, January 14, 1997, March 19, 1996, April 20, 1995; and incorporates *Fees and Fines Policy* revised February 26, 2007 and June 20, 2000; *Collection of Fees and Fines and Court Entry Fees* adopted October 17, 1995; *Circulating CD-ROMS Policy* adopted January 14, 1997; *Vacation Loan Policy* adopted July 23, 1997; *Payments for Lost Materials*, March 21, 1995 and *Teacher Loan Policy* adopted August 22, 1995.