



CIRCULATION POLICY

The Library staff and Board of Trustees are responsible for ensuring free and equal access to Library materials and services to all people. Parents and guardians are responsible for monitoring and approving the selection of materials made by children under 18 years of age. A borrower is responsible for all materials checked out on their card or the cards of children under the age of 18 for whom they have assumed responsibility. If a borrower allows others to take out materials using their card, that borrower is responsible if those materials are damaged or not returned. Library cardholders are responsible for notifying the Library of card loss or changes in contact information.

Library Cards

Eligibility and registration: Any person who verifies their identity and provides proof of residency within the City of Meriden may receive a library card. One of the following must be presented when applying for a library card:

- Connecticut driver's license
- Connecticut State ID issued by DMV
- Connecticut motor vehicle registration
- current telephone or utility bill
- current item of mail delivered to their home address
- lease agreement, rent receipt or property deed
- checkbook with name and address imprinted
- student report card, school schedule or school ID

A Meriden post office box is not considered valid proof of residency.

Meriden residents may use their library cards at any public library in CT. Also, most borrowed items can be returned to any public library in the state and they will be returned to their home library. However, there may be a delay in check-in of materials.

Children under 18: A parent or legal guardian must be present to sign the application for a library card for children under the age of 18. The parent or guardian's identification or current Meriden library card will be accepted as proof of residence. A document with the child's name, such as a birth certificate or insurance card is also required. Exceptions to this are made for library visits to the schools for Library Card Sign-Up Day or similar situations.

Temporary or short-term residents: Students or other temporary residents may be issued a library card upon proof of local residency and acceptable identification. The registration period will be determined by a Library supervisor at the time of application.

Non-residents: Residents of other Connecticut municipalities who wish to borrow from the Meriden Public Library must present a valid hometown library card and a valid CT driver's license with current address or other ID with name and address.

Renewal: Library cards are renewed on a three-year cycle with the one exception noted above for temporary or short-term residents. Applicants for renewal may be asked to present a form of identification for address verification.

Lost library cards: A replacement card will be issued at no cost to borrower.

E-Access library cards: A Meriden Library card offers access to a world of digital resources including e-books, e-audiobooks, online magazines, streaming TV and movies, music, and more. Remote access to databases for research and online learning for adults, teens, and children is also available. A form is available on the library's website in order to register for a new E-access card. A staff member will email the barcode number to the patron so they may access all online resources. When the patron visits the library in person with a valid form of ID, the permanent card will be obtained.

Loan Periods

Loan periods stipulate the fixed time allowed for borrowers to take out materials. Other items may have restricted borrowing periods given demand or collection size. Items circulate according to the following:

- Entertainment DVDs: 7 days
- Museum Passes: 2 days (no renewals)
- Technology (hotspots): 3 weeks (no renewals)
- All Other Materials: 3 weeks

Most items will be automatically renewed up to two times unless there is a hold on the item for another patron. Items from non-LION libraries may have different loan periods.

Renewals

Eligible Library materials will automatically be renewed twice on the original borrower's library card if not returned by the due date, providing that no holds are outstanding on the item. Museum passes, and technology are not eligible for renewal. Materials may be renewed by telephone, in person, or online. Renewal of interlibrary loan materials is at the discretion of the lending library.

Holds (Reserves)

Holds may be placed on library materials except for museum passes or technology. Holds may be placed in person, by telephone, or online. Held items not picked up by the designated time will be returned to the collection.

Returns

Library materials will not be due on days the Library is closed but are due the next day the Library is open. Library materials may be returned to the Library when the Library is open, or in the Library's book drop 24/7, unless otherwise noted.

If a borrower claims to have returned an item that is missing, the Library staff and that person will conduct a search, the results of which will determine whether the item should be removed from the person's record.

Overdue Material

Fines will not be charged for most overdue library materials, except for museum passes and technology.

Overdue notices and bills are sent via email when possible.

As a courtesy, a "Due Soon" notice is sent via email two days before an item is due. Failure to receive a "Due Soon" or "Overdue" notice does not exempt the cardholder from overdue replacement bills or fines from any lending library still charging fines.

Materials checked out at other libraries will accrue fines based on the transaction library's fine policy. Overdue materials returned to the Meriden Public Library from other borrowIT CT libraries will be charged a fine based on the fine policy of the transaction library.

Fines for overdue materials returned to the Library from libraries that are not members of LION must be paid at the library that owns the materials. The material will be returned via deliverIT CT.

Interlibrary Loans (ILL)

Meriden residents with a valid library card have free access to circulating items owned by all LION member libraries. Materials not owned by the Library may be requested through ILL. The actual loan of the materials is at the discretion of the lending library.

Library staff will assist borrowers in searching for materials available for ILL. Individuals with ILL questions should seek assistance from the Reference Desk staff.

Borrowers may check with the Library staff to see if a new item is already on order at the Library or might be considered for purchase by the Library.

The usual delivery time for ILLs varies. The Library cannot guarantee the material will be lent or will arrive by a certain time.

Borrowers will be contacted when the material arrives. The ILL item will be held at the Library for seven business days. If the item is not picked up within seven business days, it will be returned to the owning library.

The lending period is subject to the policy of the lending library. The due date given to borrowers is the date the material is due back to the Library.

If an ILL item is damaged or lost, the borrower will be responsible for the cost of replacement, and any processing fees that are set by the loaning library. The Library has no control over these fees.

Lost, Altered or Damaged materials

Borrowers are responsible for the replacement cost of an item that has not been returned, and for items that have been altered or damaged beyond repair. Refunds are not issued for payments that have been collected for a lost item that was subsequently found by borrower. If part of an item has been lost, the borrower will be charged for the replacement of that part if it can be replaced. If it cannot be replaced, the borrower will be charged the replacement cost of the entire item. Borrowers will be charged the replacement cost of the item and all costs associated with its replacement.

Enforcement and Appeal

Theft or Damage of Materials: It is the policy of the Library that no library materials may be taken from the Library building unless they have been properly checked out or other authorization for removal has been given. The Library Director or designee may restrict the borrowing privileges and library usage of any individual who commits or attempts to commit library theft or damage to library resources. Serious cases may be referred to the Meriden Police.

Suspension or Termination of Borrowing Privileges: Borrowing privileges are suspended if an individual has library fees of \$25 or more. Also, anyone who abuses the system may experience long-term or permanent loss of all library privileges at the discretion of the Library Director.

Applicable CT State and Federal Laws

Confidentiality of User Records: Circulation records, overdue records, and patron registration records contain information on patrons of the Library and are confidential in nature, as defined in Connecticut General Statutes Sec.11-25(b). A patron's library record may be viewed by that individual or, in the case of a minor under the age of 18, by that patron's parent or legal guardian. Records are routinely reviewed by Library staff during patron transactions and record maintenance.

Theft of Materials: Removing library materials that are not properly checked out or otherwise authorized for such removal from the building will be considered and treated as theft as defined by the Connecticut State Statutes 53A-119, no. 12.