

Wolcott Public Library Circulation Policy

Wolcott Public Library cards are free of charge to Wolcott residents. Proof of residency is required. Wolcott residents should bring a photo ID with their name and their permanent Wolcott address (such as a driver's license) or a photo ID with their name and an additional official piece of mail (such as a utility bill) with their permanent Wolcott address.

We will fill out and keep on file a signed application form.

Non-residents who wish to borrow from the Wolcott Public Library must have an up to date library card from their home town.

We ask that you present your library card in order to borrow items. You are responsible for all items checked out on your card. There is a \$3.00 fee to replace a lost card.

Those under eighteen (18) years of age must have a completed application signed by the parent or legal guardian with whom they reside.

Institutional cards will be issued free of charge to any daycare center, group home, or other institution located in Wolcott. A request for an institutional card must be made in writing on official letterhead and be signed by the officer who will assume responsibility for paying fines, replacement charges, and other financial assessments levied against the card. An application form must also be filled out and signed by the officer and will be kept on file at the library along with the library card. The card is for use at the Wolcott Public Library only.

A total of fifteen (15) Wolcott items may be checked out on one card, five (5) of which may be videos/DVDs.

LOAN PERIODS:

21 Days

- All fiction and nonfiction books
- Audiobooks
- Music CDs

14 Days

- New books
- New audiobooks
- Magazines

7 Days

- DVDs and videos

3 Days

- New DVDs

1 Day

- Museum passes

IN LIBRARY USE ONLY

- Reference materials
- Current issues of magazines
- Newspapers
- Local history materials

Most items may be renewed once for a period equal in length to the original loan period unless there is a hold on the item. DVDs and videos cannot be renewed. We will not check items in and then out to the same person or household in order to circumvent the renewal policy. Renewals may be made in person, by telephone, or online through your library account.

Extended loan periods on older items may be available on request.

Items except for DVDs and videos may be reserved. Reserved items will be held for five (5) days.

The book drop is open when the library is closed. Items returned in the book drop will be checked in for the previous day.

OVERDUE CHARGES

Ten cents (.10) per day

- Books
- Audio books
- Music CDs

One dollar (\$1.00) per day

- DVDs and videos

Ten dollars (\$10.00) per day

- Museum passes

Any card holder with fines of five dollars (\$5.00) or over will have their borrowing privileges suspended until fines are brought below five dollars (\$5.00).

LOST OR DAMAGED ITEMS

Overdue notices are sent as a courtesy two weeks after an item's due date. Final notices/bills for replacement are sent one month after the item's due date.

Bills for replacement are for the price of the materials plus the maximum fine per item. If the materials are returned, the bill for replacement is cancelled and only the fine is owed.

Items that are returned damaged so that they can no longer circulate will be billed at the cost of replacement.

If any part of an item's packaging is lost or damaged the cost of replacement of the part will be charged.

Through the Connecticard reciprocal borrowing program, your Wolcott library card may be used at any public library in Connecticut. Generally, materials (except for DVDs) borrowed from the Wolcott Public Library may be returned at any other public library in Connecticut. Conversely, any materials borrowed from other public libraries may be returned to the Wolcott Library. We do ask that certain interlibrary loan materials be returned directly to the Wolcott Library.

Per Connecticut General Statutes Section 11-25(b) all circulation and patron registration information is confidential. Access to this information by other than authorized library staff is possible only with a properly authenticated subpoena. Patrons may access only their own circulation records.

Approved by the Wolcott Public Library Board
March 7, 2016